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ABSTRACT

This package includes the final report and selected products of the Adult education eXpress Intercommunication Support (AXIS) project, which was conducted to facilitate communication related to professional development services administered by the Pennsylvania Department of Education's Bureau of Adult Basic and Literacy Education (ABLE) and communication to the bureau itself through development and coordination of print materials, an Internet presence, online connectivity, and general communications. The project report details the following project activities and outcomes: publication of the 1996 edition of the "ABLE Directors Handbook"; reworking of the Professional Development Centers (PDC) newsletter template; development of a website devoted to ABLE in Pennsylvania; production of statewide publications funded by the Bureau of ABLE; coordination of online communication among PDCs; compilation of monthly schedules of PDC events; publication of the 1996-1997 edition of the directory of ABLE providers in Pennsylvania; and production of several other publications. Also included are the following products of the AXIS project: EQUAL (Educational Quality for Adult Literacy) year 2 final report; three issues of the newsletter "EQUAL Update"; four issues of the newsletter "Action Update"; PDC brochure; catalogue of free materials for ABLE programs; and directory of ABLE services in Pennsylvania in 1996-1997. (MN)

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AC3525-1214

Final Report

ED 419 146

AXIS

AXIS:
Adult Education
e**X**press
Intercommunication
Support

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1110 Enterprise Rd.
East Petersburg, PA 17520
Federal Project #99-7005
Funding: $85,613

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ABSTRACT

Project No.: 99-7005

GRANT RECIPIENT:	Lancaster-Lebanon Intermediate Unit 13, 1110 Enterprise Rd., East Petersburg, PA 17520. Project phone: (717) 299-8912
PROGRAM NAME:	AXIS: Adult education eXpress Intercommunication Support
PROJECT COORDINATOR:	Tana Reiff, P.O. Box 182, Lancaster, PA 17608-0182
PROJECT PURPOSE:	To facilitate communication related to professional development services administered by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, and to the Bureau itself through development and coordination of print materials, Internet presence, online connectivity, and general communications.
PROJECT OUTCOMES:	Published *The ABLE Administrators Handbook, 1996 Edition*. Reworked the Professional Development Centers newsletter template. Developed a World Wide Web site on adult basic and literacy education in Pennsylvania. Centrally produced statewide publications funded by the Bureau of ABLE. Coordinated online communication among the Professional Development Centers. Completed production of *Freebies for ABLE, 1996 Edition*. Published a directory of adult basic and literacy education providers in Pennsylvania. Produced *EQUAL Year Two Report*. Produced three issues of *EQUAL Update*. Designed, ordered, and distributed lapel pins and a banner publicizing the *"...And Quality For All"* slogan. Compiled monthly schedules of PDC events. Produced several other publications and subprojects as detailed in this report.
IMPACT/CONCLUSIONS:	Provided a variety of forms of communication support related to professional development services administered by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, and to the Bureau itself.
PRODUCTS:	*The Pennsylvania ABLE Administrators Handbook*, *Freebies for ABLE*, *The Provider Directory*, *What's the Buzz?* (five issues), *Focus* (five issues), *Action Update* (four issues), *EQUAL Update* (three issues), *EQUAL Year Two Report*, PDC brochure, a Web site, etc.; samples attached to primary copy of this report where possible.
PRODUCTS AVAILABLE FROM:	State Literacy Resource Centers in Pennsylvania
RECOMMENDATIONS/ FUTURE IMPLICATIONS:	Web site to be uploaded to server, then maintained, updated, and expanded. Training modules will be completed. Building Communities for Learning manual will be completed. Publications such as *The Provider Directory*, the Handbooks, and *Freebies for ABLE* need periodic new editions. Many ongoing activities will be continued in 1997-98 fiscal year.

INTRODUCTION

Project AXIS was developed in response to the need expressed by the Director of the Bureau of Adult Basic and Literacy Education to coordinate, unify, and systematize communications related to the staff development programs the Bureau administers, and to support statewide adult education communications efforts, especially those related to professional development.

All of the activities described in this report were carried out between July 1, 1996, and June 30, 1997. This is the second year AXIS has been in operation.

Project coordinator was Tana Reiff, based in Lancaster. Dr. David Karl, Director of Adult and Nonpublic Education for Lancaster-Lebanon Intermediate Unit 13, administered the grant. Judy Perini, I.U. #13 secretary, provided clerical support for mailing, purchasing, reimbursements, and other records. Dr. Karl and Ms. Perini are based in Lebanon.

This report is prepared for anyone interested in the activities of this project. The project's products, as well as permanent copies of this report, are available through Pennsylvania's two State Literacy Resource Centers (SLRCs): AdvancE at the Pennsylvania Department of Education, Harrisburg, and the Western Pennsylvania Adult Literacy Resource Center, Gibsonia.

GOALS AND OBJECTIVES

The primary objective of AXIS was to facilitate communication related to professional development services administered by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, and to the Bureau itself through development and coordination of print materials, Internet presence, online connectivity, and general communications.

Goals for 1996-97 were to:

1. Refine the newsletter template for the six Professional Development Centers (PDCs) and assist individuals in each region in using the template to produce their own newsletters.
2. Facilitate development and maintenance of a site on the World Wide Web for the Bureau of Adult Basic and Literacy Education.
3. Centrally produce statewide newsletters funded by the Bureau of Adult Basic and Literacy Education.
4. Coordinate online communication among the Professional Development Centers.
5. Publish any or all of the following: a new edition of *Freebies for ABLE*, a leadership guide to developing practitioner inquiry communities, a student handbook template for local customization, communications support for Project EQUAL, and any other publications requested by the Bureau.

PROCEDURES

We will describe in detail each activity undertaken during 1996-97. How the activity was evaluated (if it was formally evaluated) will be discussed within each item rather than under separate headings.

The activities of this project were to:

- **Publish *The ABLE Administrators Handbook, 1996 Edition.***

The bulk of the work on this activity was completed during the previous fiscal year. Due to the protocol of having certain material reviewed by the Pennsylvania Department of Education, 2,000 copies of the 64-page book were not printed until August, 1996, in the 1996-97 fiscal year.

With most of the copy assigned, received, edited, reviewed by the Editorial Board, and laid out during the previous year, this year's finishing touches included designing the cover, laying out the last few articles, indexing the book, adding an up-to-date list of GED Test Centers, preparing the electronic file for output to film, and overseeing the distribution of the finished product to the 250 ABLE program directors in Pennsylvania, Bureau of ABLE staff, contributing writers, and State Literacy Resource Centers.

Evaluation of this activity was conducted through a Publication Reaction Form inserted into each copy of the Handbook. Only 25 of these forms were returned by the end of the project year. The results of this reader evaluation were as follows:

1. How did you come into contact with this Handbook? (check one) (N=25)

24/96%	a.	Mailed to me, unsolicited, as a program administrator or participant.
0	b.	Read about it in *What's the Buzz?* and requested a copy through AdvancE or WPALRC.
0	c.	Heard about it through ________________ and requested a copy.
1/4%	d.	Other: ________ "word of mouth" ________ and requested a copy.

2. What do you expect to do with the Handbook? (check all that apply) (N=55)

12/22%	a.	Read most or all of the book

11/20%	b.	Read parts of the book that are relevant to work
20/36%	c.	Refer to it periodically as needed
4/7%	d.	Use it as part of a professional development/inservice program. How?
7/13%	e.	Pass it along to someone else
0	f.	Use it very little, if at all
1/2%	g.	Other: "share with staff"

Note: 18 of the 25 respondents selected two or more of the choices in #2. Seven selected only one choice. Of these, 2 selected a.; 2 selected b.; 3 selected c.

3. How does this Handbook rate in terms of:

		Poor/1	**Fair/2**	**Average/3**	**Good/4**	**Excellent/5**
N=25	Relevance to your needs	0	2/8%	3/12%	15/60%	5/20%
	Avg rating: 3.92					
N=24	Editing/readability/appearance	0	1/4%	2/8%	12/50%	9/38%
	Avg rating: 3.79					
N=24	Timeliness/up-to-dateness	0	0	2/8%	12/50%	10/42%
	Avg rating: 3.8					
N=24	Coverage of topics	0	0	2/8%	13/54%	9/38%
	Avg rating: 4.29					
N=24	Overall quality	0	0	2/8%	14/58%	8/42%
	Avg rating: 4.25					

4. What is (are) the significant strength(s) of this Handbook?

Verbatim comments:

"Topics covered - Now that I've had 6 months to get familiar with PDE this booklet is a good overview & review of terminology and components that make up ABE in PA."

"size - not too big"

"Variety of articles."

"Reference source"

"There is much information that is usable in my every day job - even if it is something I am already using - the confirmation is helpful."

"State Based Data"

"A lot of information that would be useful to new administrators. Quite redundant for experienced professionals."

"The input from other providers"

"Very comprehensive overview - the tool for any beginning administrator."

"Good for new employees (good overview)"

"All relevant material to my job can be found in one place."

"Pg 9 provides a snapshot of typical agencies. pg 41 furnishes student profiles. Topics in general are concise."

"Info on PDE requirements - Directories"

"A good resource to find information on all areas of Adult Education. Plus, the name of someone with experience, in the different areas, to contact for help - training or just to answer some questions."

"Topic selection"

"Variety of areas covered"

5. Have you seen previous editions of this Handbook? (N=24)

Yes	18/75%
No	6/25%

If yes, how does the current edition compare?

Verbatim comments:

"same"

"good"

"I feel this one is better."

"Comparable"

"Much seems the same - even the 'new' stuff"

"About the same"

"similar"

"Equal in quality, scope, and purpose."

"They keep getting better! Thank You!"

6. What could be done in the future to improve the Handbook's usefulness (e.g., topics to add, delete, or enhance; reorganization; etc.)?

Verbatim comments:

"List of agencies with address & e-mail address" [comment: This was provided in *The Provider Directory*.]

"No improvement required."

"I trust the editor's positions, talents, and [can't decipher]."

"No ideas"

"The pages are very difficult to read. Type is too small and the format is hard on the eyes"

"Satisfied"

"Only thing I'd say is it is a bit dense visually … or am I very tired & my eyes are getting worse … I know space & $ are issues but … a bit bigger font?" [comment: type size is larger than in most books and publications]

"Don't know"

"N/A"

"Maintain current flexibility and balance with this project."

"N/A"

"?"

7. What is (are) your current position(s)?

25/100%	administrator/coordinator
3 also:	paid teacher
2 also:	volunteer tutor
0	counselor
0	other: ___________

8. What type(s) of funding does your program receive? (check all that apply)

All received funds from at least two of the following sources:

Adult Education Act, Section 322

Adult Education Act, Section 353

Pa. Act 143 (State Adult Basic and Literacy Education Act)

Other: private donations, corporate donations, JTPA, community, foundation, membership, county, city, SEG, CSBG, county library

9. In what type of organization do you work?

School, college, university based 7/28%

Community based 16/64%

PDE 1/4%

SCI 1/4%

10. Other comments: Please attach a separate sheet or letter if you'd like. We welcome all comments and suggestions.

Verbatim comments:

"Please send 5 additional copies."

"Tana - Another fine piece of work! Thanks for including me in the process. Carol Molek"

"Keep up the good work!!"

"Well written articles"

- **Rework the Professional Development Centers newsletter template.**

After soliciting suggestions for improvement from those who used the template during 1995-96, AXIS developed a revised template based on that input and using an up-to-date version of page-layout software. We presented the new template at the first quarterly meeting of the Professional Development Center directors and coordinators and provided ongoing technical support for using it, as needed, by phone and e-mail.

As part of this support service, we also produced maps of Pennsylvania delineating the counties in each PDC region and supplied each PDC with its own customized graphic file of the map for use in their newsletter nameplate or any other purpose. We also used the full state map file to produce a two-foot by three-foot foamboard sign for use at the PDC exhibit at the Midwinter Conference on Adult Education.

- **Develop a World Wide Web site on adult basic and literacy education in Pennsylvania.**

In cooperation with the Bureau of Adult Basic and Literacy Education, AXIS designed and compiled images, HTML files, PDF (Portable Document Format) files, and hyperlink information for a comprehensive Web site called "ABLE Site." The pages completed for this initial site included:

- Home page with links to other pages in the site.
- Links to key related sites (NIFL, NCSALL, NCAL, OTAN, ISAL, etc.)
- EQUAL (Educational Quality for Adult Literacy; with downloadable PDF files of all issues of EQUAL Year 1 and Year 2 Reports and *EQUAL Update*)
- FAQ (Frequently Asked Questions about adult basic and literacy education)
- State Literacy Resource Centers (with e-mail links)
- Searchable hotspot map of the Professional Development Center regions (with anchors to counties as they fall into each of the six regions)
- Professional Development Centers (with e-mail links)
- The Provider Directory (reformatted for the Web from the print version, divided into regional listings based on PDC boundaries, with e-mail links and a searchable hotspot map added)
- Publications (with downloadable PDF files of all 1996-97 issues of

What's the Buzz?, *Focus*, and *EQUAL Update*, as well as a link to download a free copy of Adobe Acrobat Reader)

- Guiding Principles of Professional Development
- Indicators of Program Quality
- About the GED Tests
- GED Test Centers in Pennsylvania
- PDE application guidelines, forms, quarterly cash-on-hand forms, final financial report form (as downloadable PDF files)

Site authoring included creating PDF files of the publications available through the site, designing and creating graphic image files (including the ABLE Site logo and page background), converting image files to Web-compatible formats, creating image maps (e.g. Pennsylvania map with hotspots to click on for each PDC region), editing text, testing e-mail and URL hotlinks, dividing long documents into smaller Web pages, creating "anchors" for locating information more quickly within each page, and testing pages through America Online (AOL). Some technical assistance was provided by Ann Witmer, PennLink coordinator at the Pennsylvania Department of Education, and Linda Hinman, Project ABLE Net at Lock Haven University.

Plans call for the site to be uploaded to the server at Penn State being used by the Pennsylvania Department of Education. At the end of the fiscal year, the site had not yet gone up, as it awaited clearance from the PDE Press Office.

- **Centrally produce statewide publications funded by the Bureau of Adult Basic and Literacy Education.**

During 1996-97 AXIS continued to provide editing, design, and pre-press production services for *What's the Buzz?*, Pennsylvania adult education's professional newsletter; *Focus*, a series of bulletins describing exemplary Section 353 projects; and *Action Update*, a periodic newsletter reporting on practitioner research in Pennsylvania.

AXIS project coordinator Tana Reiff served on the editorial board of *What's the Buzz?*, attending two meetings in Harrisburg to discuss the year's content. Then, for the five issues of *What's the Buzz?*, David Fluke, the editor, provided copy to AXIS via fax-modem. Received pages were OCR-scanned, then edited for scanning errors, style, consistency, and general purposes. We then laid out each issue (ranging from eight to 12 pages), conferred with the editor about copyfitting and other editorial considerations, and faxed proof copies to the editor and the other two members of the editorial board, Ella Morin at the Bureau of ABLE and Priscilla Ferguson at Tri-County OIC in Harrisburg. We incorporated their changes, completed all pre-press work, and provided all the necessary computer files to the printer for two-color direct output to film. We also served as local liaison for the mailing service that prepared the 4,000 finished copies for postal distribution, using mailing labels furnished by the editor.

For the five issues of *Focus*, Sherry Royce, the editor, provided AXIS with a rough electronic layout from a Windows-based version of Adobe PageMaker software via electronic mail file attachment. The AXIS coordinator placed and fitted the text blocks from that four-page layout into a Macintosh version of PageMaker, copy-edited, applied graphic elements, faxed a proof to the *Focus* editor, and fully prepared the files for the printer for direct output to film. The AXIS coordinator also attended one daylong meeting of the Focus panel in November.

For the four issues of *Action Update*, AXIS received a rough hard-copy layout from David Fetterman, the editor, for the purpose of estimating space requirements, along with a text file attached to e-mail. We placed the text files in the page-layout program, prepared the two-page layout, outputted camera-ready pages, and mailed them to each of the PDCs for duplication and insertion into their respective newsletters.

In all cases, the editors of these three publications expressed their satisfaction and gratitude for the technical support.

- **Coordinate online communication among the Professional Development Centers.**

The restructuring of Pennsylvania adult education's regional professional development system, along with rapid advances in the world of online communications, necessitated reviewing the status of the statewide online communication network we had established last year and implementing changes as required.

In conference with the Bureau, it was decided to continue requiring the PDCs to maintain America Online accounts. Advantages of AOL taken into consideration were: 1) easy online chat capability, 2) integrity of AOL-to-AOL file attachments, 3) easy user interface, 4) presence of our message board there, and 5) implications for use by other staff and students. Midway through the year, we allowed one of the PDCs to switch to a direct Internet Service Provider because AOL was still not providing their area of the state with toll-free phone access.

Although we did not schedule any online chats between the Bureau and the PDCs, several of the PDCs as well as participants in PALPIN (Pennsylvania Adult Literacy Practitioner Inquiry Network) project did hold several online conferences throughout the year. Use of the AOL message board was light. One PDC coordinator independently started a professional development listserv through her AOL account. AXIS used its AOL account to test HTML files for the Web site it developed for the Bureau.

- **Complete and publish *Freebies for ABLE.***

AXIS completed research and production of a 1996 edition of *Freebies for ABLE*, a catalog of no-cost resources for adult basic and literacy education programs. The first edition of *Freebies* was published in 1993 and was very popular among practitioners.

Research for this edition began at the end of the last fiscal year. This involved contacting organizations and companies with listings in the 1993 edition, along with likely candidates culled from three other comparable catalogs for other audiences. A letter with a cut-off form requested specific information on free offerings. Sources were also asked to send samples of their free offerings.

We reviewed all the items—print materials, videos, measuring tools, etc.—for appropriateness and approximate reading level. We also reviewed several Web sites of sources offering online versions of their print material, then compiled listings in the following categories: Home & Family, Health, Math & Money, Recreation, Science & Environment, Government & Law, and Education/Professional. Also included in the 24-page booklet were: a preface explaining how materials were selected, tips for using *Freebies for ABLE* in adult education programs, instructions for reading the listings, information on the Consumer Information Center, how to scavenge other sources, resources available from PDCs and SLRCs (State Literacy Resource Centers), and a map of the PDC regions of Pennsylvania. Three thousand copies were printed.

Enclosed in each copy of *Freebies for ABLE* was a postcard with ten user-response questions, for use as an evaluation tool for this subproject. The results, based on 22 cards returned (including some questions where more than one response was possible), were as follows:

1. Who are you? (N=22)

8/36%	Teacher of adults
5/23%	Literacy tutor
8/36%	Program administrator (2 also teachers)
1/5%	Other: high school teacher

2. How did you hear about Freebies for ABLE? (N=26)

4/15.5%	Had a copy of 1993 edition
6/23%	Read about it in "What's the Buzz?"
4/15.5%	Picked it up at AdvancE/WPALRC table
12/46%	colleague / friend sent / [not specified] / Professor at grad school / picked up at literacy office / PDC gave out / rec'd in mail / workshop at Peirce / Mayor's Commission on Literacy / PDC / sent to me

3. What do you intend to do or have you done with Freebies for ABLE? (N=33)

17/51.5%	Obtain at least one listed item.
10/30.3%	Have students obtain at least one item.
6/18.2%	Other: for instructors / got for staff to use as listed above / available for students / resource info / use in summer JTPA program / find info - computer skills

4. If you have already received items from Freebies for ABLE, how would you rate the quality and usefulness? (N=8)

4/50%	Excellent
4/50%	Pretty good
0/0%	Not so great

5. How will you or have you used items obtained through Freebies? (N=36)

12/33%	Structured group activities
10/28%	Structured individual learning activities
14/39%	Distributed for independent use

[More than one response to this question: 9; no response: 11]

6. What do you like best about Freebies?

Verbatim comments:

Variety of subjects

They're free!

free!
Practical, useful & free!
that they are free - nice variety, too
They are free!!
the price & the availability
The diversified sources of educational information
free / clear / easy to read
Worthwhile & readily available
Is concise and easy to use
the variety of topics available
They are incentives....
Good choices
updated and relevant
user friendly

7. How could Freebies for ABLE be improved in the future?
Verbatim comments:
Wider distribution of services
have items for very early readers (very simple) in mid-life [Note: From our research it would appear that very little in this category is available.]
Presented as an instructional tool, to make it easier for students to learn how to use it.
Issued more frequently.
Add more about on-line free downloadable resources [Note: a difficult, time-consuming, prohibitively expensive task, and three such books we consulted, with recent copyrights, were already out-of-date.]
Send to: M. Anne Smith at IHM Center
Always more, of course.

- **Publish a directory of adult basic and literacy education providers in Pennsylvania.**

The Bureau requested that AXIS compile and produce a directory of providers for use by the providers themselves and to respond to inquiries from the general public.

The Regional Programs Division of the Bureau provided AXIS with its database of some 250 providers. We converted this database to ClarisWorks format, added fields based on information the Bureau wanted to include in the directory, and produced a profile form for each provider. A mailing of these forms to providers asked for corrections to the existing data as well as entry of data into new fields. A cover letter from Cheryl Keenan, Bureau Director, accompanied the profile form.

We followed up on all the agencies that did not respond by the deadline via either fax, phone, or e-mail. Because we were trying to have the directory ready in time for release at the Midwinter Conference on Adult Education in February, the handful of agencies that never responded had to be listed with only the basic contact information we had derived from the Bureau.

We subcontracted data-entry services and moved the production process along very quickly during January. Upon receipt of the completed database file from the subcontractor we converted the database to a word-processing file, edited the copy, designed a cover and inside pages, and produced *The Provider Directory* (64pp.) in page-layout software in preparation for direct output to film. One thousand copies were produced. The finished product was indeed ready for Midwinter Conference and was distributed to all program administrators who attended the special meeting for administrators on Wednesday morning of the conference. Additional copies were made available through the State Literacy Resource Centers, the PDCs, and the Bureau itself for subsequent distribution as needed.

No formal evaluation of *The Provider Directory* was conducted; however, copy was scrupulously reviewed by the Bureau prior to printing to avoid discrepancies in agency names and for general accuracy.

- **Produce *EQUAL Year Two Report*.**

As we did last year, we wrote, designed, and produced 6,000 copies of an annual report on Project EQUAL (Educational Quality for Adult Literacy), which was inserted into the second issue of the newsletter *What's the Buzz?*. Additional copies were provided to the Bureau for subsequent distribution as needed.

- **Produce three issues of *EQUAL Update*.**

AXIS identified the need to keep the field informed of the Bureau's program-improvement initiative through a publication reporting on progress of related Section 353 projects. We produced three issues of *EQUAL Update*, which were inserted into issues of *What's the Buzz?* as well as mailed individually to the directors of every program funded through the Bureau.

This subproject involved soliciting a very brief synopsis of project activities from the directors of each of the related projects:

- **Project EQUAL—Educational Quality for Adult Literacy:** *Abt Associates / Judith Alamprese*
- **Regional Professional Development Centers:** *Northwest Tri-County I.U. 5 / Richard Gacka, Bootsie Barbour; Central I.U. 10 / Edith Gordon, Gail Leightley; Greater Pittsburgh Literacy Council / Donald Block, Karen Mundie, Rachel Zilcosky, Sue Snider; TIU Adult Education & Job Training Center / Carol Molek, Brian Frey, Paula Smith; Lancaster Lebanon I.U. 13 / David Karl, Sandra Strunk; Mayor's Commission on Literacy / Rose Brandt, Diane Inverso*
- **AdvancE State Literacy Resource Center:** *Pennsylvania Department of Education / Cheryl Harmon*
- **Western Pennsylvania Adult Literacy Resource Center:** *Pennsylvania Department of Education / Chris Kemp*
- **Building Communities for Learning:** *Pennsylvania State Coalition for Adult Literacy / Sheila M. Sherow*
- **Training Development Project:** *TIU Adult Education & Job Training Center / Carol Molek*
- **Research & Development of Pennsylvania-Specific Adult Learner Competencies in Family, Work, and Community Contexts:** *Institute for the Study of Adult Literacy, Penn State University / Eunice N. Askov, Barbara Van Horn*
- **Technical Assistance for the Transmission of Data through Technology:** *Center for Literacy, Inc. / JoAnn Weinberger*
- **Development of Criteria for Reporting Student Data:** *Center for Literacy, Inc. / Ashley Stoudt*
- **Professional Development Evaluation & Reporting System:** *South-Central Professional Development Center / Brian Frey*
- **Program Improvement Plans & Needs Assessment:** *Southeast Professional Development Center / Sandra Strunk*
- **ABLE Net:** *Central-Northeast Professional Development Center / Debra Burrows*
- **Focus on Adaptation:** *Royce & Royce / Sherry Royce*
- **Pennsylvania Action Research Network (PA-ARN):** *Penn State University Monroeville / Allan Quigley*
- **Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN):** *University of Pennsylvania / Alisa Belzer*

- **Statewide Staff Development on Adults with Learning Differences:** *Center for Alternative Learning / Richard Cooper*
- **Tutors of Literacy in the Commonwealth:** *Delaware County Literacy Council / Patricia Reitz Gaul*
- **AXIS—Adult education eXpress Intercommunications Support:** *Lancaster-Lebanon I.U. 13 / Tana Reiff*

Projects were not required to submit a brief report for all three issues, but were asked to do so if they had something significant to report. Project representatives submitted copy by e-mail, and we edited it to fit onto two sides of one sheet of paper. The list of projects (above) was included in each of the three issues.

- **Design, order, and distribute lapel pins and a banner.**

In response to the Bureau director's request to provide a tangible promotional device for the Bureau's program-improvement initiative, we designed and contracted production of 1,000 lapel pins bearing the slogan, *"... And Quality For All!"*

We handed out the pins, at no charge, at the PDE Update session at Midwinter Conference. Remaining pins were distributed through the Bureau, PDCs, SLRCs, and local program administrators, who were encouraged to take some along to give to their staff.

Along with the pins, we designed and subcontracted production of a seven-foot-wide nylon banner bearing the *"... And Quality For All!"* slogan for use at the conference and thereafter by the Bureau.

- **Collect, compile, and distribute monthly schedules of PDC events.**

PDCs were reminded monthly to e-mail their calendars to AXIS by a few days before the middle of the month. AXIS posted the edited list via e-mail on or near the 15th of each month.

Those on the e-mail list were the six PDCs, three members of the Bureau staff, Tutors of Literacy in the Commonwealth, and the two State Literacy Resource Centers.

•••

In addition to the above goal-related activities, AXIS project coordinator Tana Reiff was involved in the following activities:

- At the request of the PDCs, designed and produced a two-color trifold brochure on the services of the regional Professional Development Centers. Copies were distributed at the PDC exhibit at the Midwinter Conference on Adult Education, then through the PDCs in their own regions. Copy was mostly adapted from the brochure for the Southeast PDC, with additional copy added, including a map delineating the PDC regions and a full listing of PDC contact information.

- At the request of the Training Development Project, designed and produced a sample page layout for the professional development training modules being developed at Tuscarora Intermediate Unit 11. Work on the Assessment module and subsequent modules will be completed in the next fiscal year.
- Began work on three sections of the Bureau's Annual Report. This involved some editing and a new layout, as well as redrawing several graphs and charts. Work will be completed early in the next fiscal year.
- Produced a draft layout for the Building Communities for Learning (BCL) training manual. At the end of the 1996-97 fiscal year the draft was being reviewed by Sheila Sherow, director of that project, and Joanne Shane Plummer at the Pennsylvania State Coalition for Adult Literacy (PSCAL), project sponsor.
- Attended the one-day workshop of the Region 1 Technology Hub at the University of Pennsylvania in May to learn about producing files for their Web site.
- Planned and presented a session on newsletter design at the Adult Literacy Technology conference at Peirce College in Philadelphia in May.
- Attended quarterly meetings of regional Professional Development System staff in Harrisburg, to familiarize them with AXIS activities and services and to become familiar with their activities.
- Provided online and telephone communications-related technical support to the staff of the Bureau of Adult Basic and Literacy Education, the State Literacy Resource Centers, the regional Professional

Development Centers, and others statewide.

- Met approximately bimonthly with the Director of the Bureau of Adult Basic and Literacy Education and the Chief of the Special Projects and Programs Division to report on the activities conducted by the Bureau and formulate plans to support upcoming communications needs.

- Attended the Midwinter Conference on Adult Education in Hershey in February and the Inter-regional Conference on Teaching and Learning at Franklin and Marshall College in Lancaster in June, including the wrap-up meeting of Project EQUAL with pilot-site representatives.

- Served on the board of the Pennsylvania Association for Adult Continuing Education (PAACE), attending three of the monthly meetings as well as editing and producing the organization's quarterly newsletter.

- Produced about 30 customized covers for monographs completed by participants in the action research project based at Penn State Monroeville.

- Reformatted files for reprinting 675 copies of the Assessment Guide developed by the Institute for the Study of Adult Literacy at Penn State, including designing a new cover for it.

A sample of each completed product accompanies this report.

CONCLUSIONS AND RECOMMENDATIONS

Project AXIS succeeded in providing a variety of forms of communication support related to professional development services administered by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, and to the Bureau itself. Activities included development and coordination of print materials, Internet presence, online connectivity, and general communications. Through formal and informal evaluations of these activities, we conclude that the services provided were appropriate and valuable.

We recommend continuation of Project AXIS, and indeed, it has been funded for the 1997-98 fiscal year has been received.

Specific recommendations include the following:

- Further visual unification of the print and online communications produced under the aegis of the Bureau of Adult Basic and Literacy Education. This would involve more consistent use of color, type, paper, layout style, etc.
- Budget sufficient time to maintain, update, and expand the Web site once it has been uploaded to the server.
- Produce frequent updates of publications such as *The Provider Directory*, the administrators and staff Handbooks, and *Freebies for ABLE*, as requested by the Bureau and the field.■

Educational Quality for Adult Literacy

A Report on Year Two

Fall 1996

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> **"Project EQUAL made our teachers more aware of the link between instruction and assessment. By looking at data now, we can determine whether or not instruction is meeting the students' goals."**
>
> *Judith Aaronson, Goodwill Industries*

WHAT YEAR TWO HAS SHOWN US

Findings regarding assessment, curriculum and instruction, and staff development:

- Pilot sites found that assessment procedures are now more systematic, but that staff could benefit from training on how to select and administer standardized tests.
- Staff development needs to involve ongoing training related to the collection and analysis of learner assessment and program data, as well as use of data in reviewing the appropriateness of instructional methods and materials.

Findings regarding changes in program practice:

- Review of student enrollment and assessment data indicated that many students leave instruction before post-testing. To address this issue, more sites are considering implementing new monitoring and interim assessment practices to document progress made by students who separate before program completion.
- Programs are changing their intake, assessment, student evaluation, and close-out procedures to make program operations more standardized.
- Second-year pilot sites reported beginning to involve additional staff, board members, and volunteers in data collection and analysis activities.

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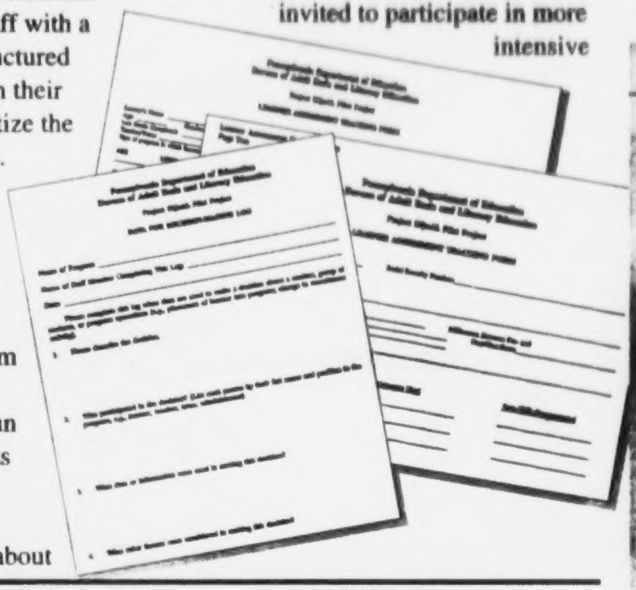
Benefits of participating in Project EQUAL:

- Multi-service agencies recognize the importance of interdepartmental teamwork, common intake, and data collection. Welfare reform, declining funding, and demographic changes are making programs more conscious of using data to serve more students with decreased resources, but also to re-examine program goals and operations.
- EQUAL provided staff with a more formalized, structured approach to reflect on their practice and systematize the way they collect data. Staff have begun to recognize that data collection and analysis are tools for program improvement, not just program requirements.
- Instructors have begun to expand their role as teachers to program planners. They are involved in thinking about program outcomes, not just individual student improvement.



ON THE AGENDA FOR YEAR THREE

- The 20 pilot sites will continue data collection activities and increase the number of staff (paid and volunteer) who are involved in the program improvement activities.
- A group of eight Core Pilots will be invited to participate in more intensive activities focused on developing Individual Improvement Plans (IIPs). On-site and group training will be provided on the steps to develop an IIP that will address curriculum and instruction assessment, as well as one or two additional program areas.
- Project EQUAL staff will work with Pennsylvania's Professional Development Centers (PDCs) to begin integrating EQUAL activities into ongoing regional staff development.

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"EQUAL gave us new tools to improve program quality. We better understand the importance of data collection and analysis. Knowing what your program has accomplished and what still needs to be improved are critical." *Lauren Giguere, Lehigh Carbon Community College*

"The great benefit of Project EQUAL was to engage teachers in discussion on issues they face in their teaching, to place the power to change events in the teachers' hands so that they are part of the decision-making process in the program." *Teacher, Intermediate Unit #5*

"EQUAL shifted the way we thought about evaluation. We liked the idea that the site is involved in evaluating itself. Too often we think of evaluation as what someone from the outside does to you."

Monica Mathews, Midstate Literacy Council

"Our teachers are trying to do post-testing every 40–50 hrs. EQUAL has helped them to see the importance of regular feedback to students. It is a significant motivator." *Lee Knisley, Tri-County OIC*

"EQUAL has made us think more about the impact of welfare reform on our program. We realize that stand-alone literacy programs cannot make it anymore." *Pat Haff, Community Women's Education Project*

"Our program is changing assessment procedures. We realized that a lot of data on the students were in the central office and were not accessible to instructors. We will be putting more assessment data in the classroom so teachers can use it in instructional planning."

Bonnie Valeri, Altoona School District

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Educational Quality for Adult Literacy

EQUAL

NOVEMBER 1996

UPDATE

A QUALITY IMPROVEMENT REPORT TO PENNSYLVANIA'S
ADULT BASIC & LITERACY EDUCATION COMMUNITY

Building Quality

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EDUCATION

The Bureau of Adult Basic and Literacy Education has raised the bar on the continuous improvement initiative for Pennsylvania adult education services. An array of 1996-97 Section 353 special projects is working together in an unprecedented way to integrate quality improvement efforts throughout the Commonwealth.

Project EQUAL, now in the third year of its three-year plan, has been building ABLE programs' capacity to collect, analyze, and use data about learner assessment and overall program evaluation to make decisions about improving program operations, with the goal of improving services to adult learners. By the end of this project year, the framework for a performance management system for Pennsylvania's adult education programs will be in place.

Year Three of Project EQUAL extends the meaning of the EQUAL acronym—Educational Quality for Adult Literacy—to all of the 353 projects supporting quality improvement. This publication will keep you informed of their progress during this year.

EQUAL IS IN YEAR 3

The 1996 fall meeting of the 21 **Project EQUAL** pilot sites was held on October 23 in Harrisburg. COSMOS's staff provided information to the pilot site participants concerning the results of their Year 2 EQUAL activities in collecting learner assessment data and in using data for program management. Issues were discussed concerning the appropriate administration and reporting of standardized tests, and guidelines for test use were distributed. COSMOS's staff also outlined the activities for Year 3 of EQUAL, in which the pilot sites will form two groups—core and continuing pilots. The core pilots will participate in development activities in support of EQUAL, including the creation of a program plan that will be used to guide program improvement and expanding staff participating in EQUAL activities.

Both the core and continuing pilots will carry out data review activities, with an emphasis on examining practices in curriculum and instruction. During Year 3, all pilots will look toward implementing program changes based on their program and data review activities.

REPORTING STUDENT DATA

The **Development of Criteria for Student Data Reporting Project** is currently contacting selected EQUAL pilot sites to invite participation in the data reporting project. The data project intends to utilize the insights and knowledge gained by EQUAL participants in the development of definitions for student enrollment, progress, completion, and outcomes. The project is also researching existing definitions, determining compliance with federal guidelines for reporting, and developing interview protocols and other processes for gathering information related to the project. The data reporting project plans to work with EQUAL participants in November to develop draft definitions for consideration by February.

STREAMLINING DATA SUBMISSION

The Center for Literacy started the **Transmission of Data through Technology** project in 1994 to enable adult literacy programs throughout the Commonwealth to submit their student, tutor, and staff data to the Bureau of Adult Basic and Literacy Education via computer disk.

This fall, the database project has updated the program to include additional levels for students and to remove unrequired data elements. To welcome new and continuing users, seven workshops in five locations were presented during October. Each workshop, lasting between two and a half and three hours, covered an introduction to the database. Ninety-six participants from 60 agencies attended.

Updated disks, containing changes in the pull-down menus, have been mailed to each participating agency. A further upgrade to include changes in reports and printer access will be available this winter.

This year the project is striving to make the database application more user-friendly. In addition to updating certain elements, including the expansion of student entry level as required by PDE, a new, easier-to-use interface is in the works.

STAFF CENTERS RESTRUCTURED

Professional development for adult basic education practitioners statewide is focusing on improving teaching and learning that results in positive outcomes for adult learners. Recently, the Bureau of Adult Basic and Literacy Education reorganized nine Regional Staff Development Centers into six **Professional Development Centers (PDCs).** These centers carry out well-planned opportunities for professional development with input from adult educators in the regions. The Regional Professional Development System is working toward meeting the challenge of providing consistent training in core content areas across regions.

Adult educators are participating in PDC-sponsored activities designed to meet individual and program needs leading to program improvement. The PDCs offer opportunities for teachers, administrators, and volunteers to participate in both training and research-oriented activities, as well as take part in workshops and focus groups.

DEVELOPING TRAINING MODULES

The **Training Development Project** is developing materials for use in Pennsylvania's professional development system. Project outcomes will ensure uniform content in the delivery of professional development for Pennsylvania's adult educators.

Selection of content areas is being determined through input from practitioners in activities such as those in Project EQUAL

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pilots and the Professional Development Centers as well as review of national resources. Practitioners statewide will advise on content, delivery, and trainer recruitment.

Content areas to be considered this year were determined through needs assessments conducted in the past year in PDCs and EQUAL pilots. Specialists in the areas will be designated and appropriate materials will be reviewed and screened by them as well as a review committee of practitioners, administrators, and staff from the Bureau and PDCs. Content-area training materials will highlight emerging practices. Trainers and training plans will be identified. Materials will be packaged and disseminated to trainers. Delivery of training in at least two content areas is planned to begin this program year.

INFORMING THE PROFESSION

AdvancE at the PDE Resource Center in Harrisburg continues to provide information services. Requests for references, technical assistance, and document retrievals were answered through such means as the Internet, state library LUIS searches and document retrieval, telephone/TDD, or subject files.

In support of Section 353 projects, certain project directors were added to AdvancE's e-mail group, and federal project reports and projects were prepared for Focus review.

LEARNING THROUGH PRACTICE

Pennsylvania Adult Literacy Practitioner Inquiry (PALPIN) is providing four primary activities this year. The Winter Inquiry Institute will take place January 22–25, 1997 in Philadelphia. This Institute is open to any practitioner from an ABLE-funded program. Three PDC regions will offer practitioner inquiry seminars as well. In the Central-Northeast area most of the group's work will be conducted online. South-Central and Southeast regions are situating inquiry groups within particular programs.

Each of the regional groups and the Winter Institute will depend on facilitation and mentoring from 1995-96 participants. In this way, PALPIN has begun to build practitioner inquiry leadership around the state as it continues to provide ongoing opportunities to build professional community, generate new knowledge about teaching and learning, and improve individual practice and program development.

The **Pennsylvania Action Network (PA-ARN)** is in its second year of training and mentoring practitioners through the Southwest, South-Central and Northwestern PDCs, with Central-Northeast yet to begin. The first of four *Action Update* newsletter issues have been distributed across the state describing project possibilities and how personal peer support will take place in 1996-97.

LEARNING ABOUT DIFFERENCES

The **Statewide Staff Development on Adults with Learning Differences** project began in August with a training session in the far corner of Northeastern Pennsylvania, Wayne and Pike Counties. Already this year, more than 200 adult educators have attended the 18 training activities conducted as part of this project. These activities include introductory, follow-up, and in-depth training sessions, as well as demonstrations of assessment and teaching techniques to adult educators who have a particular interest in learning problems.

WHAT DO WE NEED TO BE TEACHING?

Collection of research and reports is under way in the project called **Research and Development of Pennsylvania-Specific Adult Learner Competencies in Family, Work, and Community Contexts.** Several states have developed adult competencies lists, usually based on CASAS. Much of the research focuses on workforce education competencies, usually based on the SCANS competencies and, more recently, on O*NET. In addition, the National Institute for Literacy is sponsoring research to expand on its Equipped for the Future initiative, identifying skills that adults need to function in family, workplace, and citizenship contexts.

The project is organizing and synthesizing the competencies found, focusing on a skills-based model encompassing communication and numeracy skills. This model will provide flexibility for programs to customize the competencies to match their goals and instructional focus. A six-member workgroup will meet in December to discuss the competencies framework.

BUILDING LEARNING COMMUNITIES

The **Building Communities for Learning** (BCL) project is assisting communities in establishing a collaborative process of community-based planning through which adult basic and literacy education providers, business and industry, job-training programs, county and community economic development and planning groups, local government and municipalities, and human resource services work together to improve adult education services.

Through their planning groups, BCL sites identify literacy needs, gaps in services, and widespread problems; prioritize current and emerging issues; develop strategies to promote and support literacy efforts; promote economic development by unifying literacy services with local employment needs; and develop plans for their most effective use. The result is better-coordinated and more comprehensive services for adult learners.

Four new community-based planning sites were awarded BCL grants this fall. Last year's pilot sites (Fayette County, Lycoming County, and Wyoming Valley) are functioning as Mentoring Communities, providing the new sites with field-driven training, technical assistance, resources, and ongoing mentoring.

Quality Improvement Projects, Contracting Agencies, Key Contacts

Project EQUAL—Educational Quality for Adult Literacy: *COSMOS Corporation / Judith Alamprese*

Regional Professional Development Centers: *Northwest Tri-County I.U. 5 / Richard Gacka, Bootsie Barbour; Central I.U. 10 / Edith Gordon, Gail Leightley; Greater Pittsburgh Literacy Council / Donald Block, Karen Mundie, Rachel Zilcosky, Sue Snider; TIU Adult Education & Job Training Center / Carol Molek, Brian Frey, Paula Smith; Lancaster Lebanon I.U. 13 / David Karl, Sandra Strunk, Jaclyn Fowler-Frey; Mayor's Commission on Literacy / Rose Brandt, Diane Inverso*

AdvancE State Literacy Resource Center: *Pennsylvania Department of Education / Cheryl Harmon*

Western Pennsylvania Adult Literacy Resource Center: *Pennsylvania Department of Education / Chris Kemp*

Building Communities for Learning: *Pennsylvania State Coalition for Adult Literacy / Sheila M. Sherow*

Training Development Project: *TIU Adult Education & Job Training Center / Carol Molek*

Research & Development of Pennsylvania-Specific Adult Learner Competencies in Family, Work, and Community Contexts: *Institute for the Study of Adult Literacy, Penn State University / Eunice N. Askov, Barbara Van Horn*

Technical Assistance for the Transmission of Data through Technology: *Center for Literacy, Inc. / JoAnn Weinberger*

Development of Criteria for Reporting Student Data: *Center for Literacy, Inc. / Ashley Stoudt*

Professional Development Evaluation & Reporting System: *South-Central Professional Development Center / Brian Frey*

Program Improvement Plans & Needs Assessment: *Southeast Professional Development Center / Sandra Strunk*

ABLENet: *Central-Northeast Professional Development Center / Debra Burrows*

Focus on Adaptation: *Royce & Royce / Sherry Royce*

Pennsylvania Action Research Network (PA-ARN): *Penn State University Monroeville / Allan Quigley*

Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN): *University of Pennsylvania / Alisa Belzer*

Statewide Staff Development on Adults with Learning Differences: *Center for Alternative Learning / Richard Cooper*

Tutors of Literacy in the Commonwealth: *Delaware County Literacy Council / Patricia Reitz Gaul*

AXIS—Adult education eXpress Intercommunications Support: *Lancaster-Lebanon I.U. 13 / Tana Reiff*

Educational Quality for Adult Literacy

EQUAL

FEBRUARY 1997

UPDATE

A QUALITY IMPROVEMENT REPORT TO PENNSYLVANIA'S
ADULT BASIC & LITERACY EDUCATION COMMUNITY

PROJECT EQUAL PARTICIPATION GROWING IN YEAR 3

Project EQUAL pilots are expanding program improvement initiatives within their respective agencies. By year end, pilots will have expanded the number of staff involved in program improvement and examined issues in new areas of operation. Other selected pilot sites will have tested a program self-assessment tool and written program improvement plans. In these ways, EQUAL pilots will have diffused quality continuous improvement processes throughout their entire agencies.

In early February, core pilots and Professional Development Center coordinators met to discuss and design the materials needed to train new agencies in Project EQUAL activities. Drawing on their experiences and what they have learned in the two and a half years of EQUAL, they are developing training modules for the skills and knowledge leading to implementation of continuous program improvement activities statewide.

With the dissemination of the draft program performance standards, the Section 353 development projects funded in recent years, the revised statewide monitoring system, and the new structure of the PDCs, ABLE-funded programs have guidance and assistance in meeting the goals and needs in their agencies for program improvement.

This publication is designed to keep you informed of the Section 353 projects operating in Pennsylvania in support of the EQUAL initiative.

... And Quality For All!

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EDUCATION

Quality improvement for programs funded by the Bureau of Adult Basic and Literacy Education took on a new, visible dimension with the introduction of the slogan "*... And Quality For All!*" at the Midwinter Conference on Adult Education. Adult educators of every ilk were seen sporting lapel pins bearing the slogan, and a seven-foot banner served as a backdrop for the PDE Update session.

"*... And Quality For All!*" signifies a unity among Pennsylvania adult basic and literacy education providers to work cooperatively toward the goals stated in the Draft Program Performance Standards released at the Bureau of ABLE Preconference Administrators and Directors Meeting:

> ***Every adult who wishes to improve his or her basic educational foundation shall have access to quality adult education that will enable the individual to articulate educational goals, persist in learning, demonstrate achievement, and become a lifelong learner.***

Thus, the initiative known as EQUAL—Educational Quality for Adult Literacy—moves us another step forward as we all work together for a high-quality, accountable adult basic and literacy education system in Pennsylvania.

PROGRAM IMPROVEMENT: WHERE TO START

The **Program Improvement Plans & Needs Assessment** project at Lancaster-Lebanon Intermediate Unit 13 has developed a draft Program Self-Assessment that is now being field-tested by several EQUAL core pilot sites. Its purpose is to help identify and prioritize program improvement needs related to Pennsylvania's ten Indicators of Program Quality. It is designed to help establish benchmarks for program improvement by using a consistent measurement instrument.

The Self-Assessment is the first step in a larger Program Improvement Plan that will take information gleaned from the Self-Assessment, help programs prioritize identified areas of need, present a consistent structure for reporting program improvement plans to ABLE, and integrate the Data for Decision-Making process that has become second nature to EQUAL pilot sites. At the conclusion of the project, Pennsylvania's adult education programs will have a new tool for initiating continuous improvement efforts at the local level.

COMPETENCIES WILL BE 'SKILLS'

Barb Van Horn, director of the **Adult Learner Competencies** project, met with an advisory group comprised of ABE, GED, ESL, and workplace practitioners in December. They discussed the goals of the project, definitions of competencies, and what the field would need to make the competencies useful as a tool for linking curriculum, instruction, and assessment to improve instruction and learner outcomes.

The final competencies will be phrased in terms of communication (reading, writing, speaking, listening) and math skills, as well as "soft skills" (e.g., employability skills). The skills will be arranged from basic to higher-order skills and divided into several levels (beginning, intermediate, advanced). The final report will include background information on competencies, the list of competencies, examples of how the competencies can be used to build curricula and instruction in family, work, and community contexts, and links to standardized assessments.

TRAINING MODULES TAKING SHAPE

The goal of the **Training Development Project** is to provide Pennsylvania ABE practitioners with the tools for quality teaching and lifelong learning through the provision of consistent training activities.

The content areas selected for this year were field driven and based on input from practitioners serving in various roles of adult education throughout the state.

Modules include: Teaching the Reading Process, Math as Problem Solving, Teaching Strategies for Multi-Level ESL Classes, Cooperative Learning, Case Management, and Assessment.

Some of the modules were developed by a consortium in the Northwest and will be adopted;

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others will be adopted and utilized with supplemental materials particular to Pennsylvania's specific needs. The other modules are being produced based on projects developed in Pennsylvania, as well as other resources.

The training modules will provide important tools for practitioners to use to address quality improvement in their programs.

INQUIRING MINDS

The **Action Research Project**'s training team has been meeting with groups in four regions: Northwest, Southwest, Central-Northeast, and South-Central. There are 40 participants this year.

Action Researchers are posing questions in five broad areas: teaching and evaluating ESL students, retaining ABLE students, student skill building, improving student diagnosis and placement, and program evaluation. Several researchers from last year are serving as mentors. Participants work on problems in the group setting, like last year, but they are now linked to researchers statewide according to the nature of their question. And, they are examining "lasting change" as an internal study of changes to practitioners and programs as a result of involvement with Action Research. The project continues to maintain a database so that findings can be shared.

In the east, the **Pennsylvania Adult Literacy Practitioner Inquiry Network** (PALPIN) continues to support the development of inquiry groups in two regions of the state.

The Central-Northeast Regional Inquiry Seminar has scheduled four face-to-face meetings but is doing most of its work online. After several rounds of discussion on pressing issues in the field in relationship to their own work, everyone is now moving toward developing an inquiry focus. Online work is being facilitated by participants in last year's Winter Inquiry Institute.

In the Southeast region, participants from two of last year's regional inquiry groups are leading "program-based" inquiry groups. These groups come together within an agency and are developing a single thematic focus for their inquiries.

The statewide Winter Inquiry Institute was held in January. More than half of the 19 participants were from western Pennsylvania, which means that even without inquiry groups there, practitioners are getting involved in PALPIN. After this intensive inquiry experience, participants identified an inquiry focus and are now collecting data.

At Midwinter Conference, PALPIN hosted a preconference session as an opportunity for ongoing sharing and network development and a concurrent session providing hands-on experience for those new to inquiry. At the University of Pennsylvania Ethnography in Education Conference, PALPIN will present a panel discussion on moving from participant to leader in inquiry groups.

ABLE NET IS NOW ON THE WEB

ABLE Net serves as a technology resource for Pennsylvania's ABE/GED and literacy programs, with emphasis on developing online capabilities among practitioners and providing training across the state through technology mentors located in each of the six PDCs. ABLE Net maintains a Web page with links to useful sites in eight categories: *Potential Sources of Funding, Interactive Sites, Career and Vocational Education, School-to-Work, Career Information, Current Events Sites, Career Counseling Sites,* and *Links of Interest for Adult Educators.* URL is http://eagle.lhup.edu/~lhinman.

Progress is being made toward the goal of bringing 60 new programs online in 1996-97, with 23 additional programs fully connected and utilizing online capabilities as of December. At Midwinter Conference, ABLE Net mentors met for a session on technology planning and problem solving, and Project Director Debra Burrows made a presentation on funding strategies for technology purchases. In February, ABLE Net assisted two PDCs with training sessions on software and technology planning and funding.

ABLE Net staff and mentors have encountered numerous impediments to technology utilization. However, the hard work will be worth it, since technology is a tool programs can use to achieve quality improvement goals.

COMMUNITIES JOINING FORCES IN ABLE PLANNING

The **Building Communities for Learning** (BCL) project conducted a competitive process to select four more communities to participate in a collaborative planning process among adult basic and literacy education providers, business and industry, job-training programs, economic development groups, local government, and human resource services.

Communities awarded new grants are Carbon County, Washington County, Northern Cambria County, and Pittsburgh. Last year's three pilot sites—Fayette County, Lycoming County, and Wyoming Valley—are functioning this year as Mentoring Communities and are matched with new sites to provide ongoing technical assistance and support.

Project director Sheila Sherow urges adult literacy providers to look at community-wide collaboration as a necessity in providing adult learners with the high-quality, comprehensive services they need to become independent and productive members of the community. For more information, contact Dr. Sherow at P.O. Box 501, Millheim, PA 16854 or sms20@psu.edu.

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AXIS—Adult education eXpress Intercommunications Support: *Lancaster-Lebanon I.U. 13 / Tana Reiff*

Educational Quality for Adult Literacy

EQUAL UPDATE

JUNE 1997

Driving the Initiative

SELF-ASSESSMENT: FIRST STEP TOWARD IMPROVEMENT

The **Program Improvement Plans** project is working with several EQUAL sites in piloting a draft self-assessment instrument designed to help programs think through what they are doing, how they are doing it, and why they are doing it. When the pilots have completed the draft self-assessment, they will have not only a laundry list of potential areas for program improvement, but also a solid sense of what is and is not working in key program areas. The EQUAL pilot sites will provide valuable feedback related to the design of the self-assessment instrument and the process of working through it with a Program Improvement Team.

Based on the ten Indicators of Program Quality, the self-assessment tool guides Program Improvement Teams through a series of questions related to each indicator. Questions are of three types: 1) questions about whether a program is doing certain things and if documentation is collected to support these activities, 2) descriptive questions that ask how certain things are done within the program, and 3) brainstorming questions designed to generate ideas for future investigation.

Project findings are not yet available; it is clear, however, that the pilot sites have found the instrument helpful in identifying areas for program improvement.

Training will soon be available to help programs use the revised self-assessment instrument. Since it parallels the ABLE monitoring instrument, it will also be an excellent tool for helping programs prepare for a monitoring visit. Until a program can clearly articulate what it is doing, how it is doing it, and why, positive change is little more than a shot in the dark. As the first step in the program-improvement cycle, program self-assessment plays an essential role in helping programs systematically identify key areas of strength and weakness. With this knowledge as a starting point, a program is well on its way to demonstrating continuous improvement.

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Project EQUAL is developing Pennsylvania's adult education program improvement and accountability system. The staff of Abt Associates have been working to support the further development and dissemination of Project EQUAL through a number of activities.

Janet Voight from Abt conducted visits to each of the Project EQUAL core pilot sites, meeting with staff to discuss their EQUAL activities and ways in which their participation in EQUAL has helped improve their program operations.

Abt's staff have reviewed the Data for Decision Making Logs submitted by EQUAL sites and are providing feedback to the sites on their problem-solving strategies using program data.

An important component of Abt's work on Project EQUAL this year has been to provide technical assistance to Bureau of Adult Basic and Literacy Education staff and Section 353 project directors. Judy Alamprese facilitated a discussion with EQUAL sites and Professional Development Center staff to develop the framework for EQUAL training modules. She also has been working with Section 353 project directors in their development of materials to support the dissemination and implementation of EQUAL.

DEFINING LEARNER COMPETENCIES

The work group of the **Learner Competencies** project has met to review and discuss the draft skills lists. These lists include communication (reading, writing, speaking, listening), math, metacognitive (learning-to-learn), and basic "employability" (e.g., time management) skills. Organized in three levels (beginning, intermediate, advanced), these lists will provide a framework for ABLE programs that will inform curriculum design, focus instruction, and link instruction to assessment.

STREAMLINING DATA SUBMISSION

An upgrade of the data system, Version 2.1, has been mailed to agencies participating in mechanized data collection. Many bugs have been fixed (e.g. printer problems), and fields have been added to enable complete export to PDE of the Program Data Form. This version will assist programs in providing valid and complete information for export to PDE at the end of the year.

TRAINING MODULES AVAILABLE SOON

As the project year winds down staff training modules are in the last stages of development by the **Training Development Project**.

The Assessment module offers comprehensive training in a three-day format with a follow-up period during which technical assistance will be offered. Content of the module includes theory of assessment, selecting and administering standardized assessments, assessment for program accountability, informal assessments, and program assessment planning. Trainers will provide hands-on activities for small groups.

The Case Management module will offer a comprehensive planning guide to developing a case management system within ABE programs.

Both modules will be ready for delivery by the end of the summer. Contact your regional PDC for scheduling. Other modules include Teaching Strategies for the Multi-level ESL Classroom, Cooperative Learning, and Math Problem Solving.

STAYING IN TOUCH

Project AXIS has been working behind the scenes in a communication-support role. Publications including *The ABLE Administrators Handbook, The Provider Directory,* and *Freebies for ABLE* were produced during 1996-97. A Web site for the Bureau of Adult Basic and Literacy Education will soon be announced. "ABLE Site" contains information on adult basic and literacy education in Pennsylvania, the entire *Provider Directory* in Web-

CONTINUED ⊃

accessible format, downloadable files of publications, PDE funding guidelines and forms, and much more.

BUILDING MORE COMMUNITIES

Building Communities for Learning (BCL) is a Pennsylvania State Coalition for Adult Literacy (PSCAL) community-based planning project designed to improve the delivery of adult learner services and, ultimately, adult learner outcomes. During 1996-97 four pilot sites were added: Carbon County, Northern Cambria County, the Pittsburgh Neighborhood Learning Collaborative, and Washington County. These sites, along with Fayette County, Lycoming County, and Wyoming Valley, established in 1995-96, are building comprehensive, coordinated delivery systems of adult learner services. As a result of their collaborative efforts, these communities are more effectively and efficiently serving the multiple needs of adult learners.

The three original pilot sites were matched with 1996-97 grantees to provide individualized technical assistance and support. PSCAL plans to add four new community-based planning sites during August and September 1997. For more information or to be placed on the BCL mailing list, contact Dr. Sheila Sherow at sms20@psu.edu or (814) 349-2444.

RESOURCE CENTER IMPROVES ACCESS

AdvancE's collection, files, and computers moved to a new location on the 11th floor of the Department of Education. The change combines all the collections housed in the Resource Center and provides improved access to the adult, vocational/School-to-Work, and basic education resources. The downlink site for teleconferences and an area for videoconferencing demonstrations are also available.

In support of the dissemination of 353 projects, AdvancE produced the *Projects Abstracts for the Fiscal Year 1995-96* and submitted all 1995-96 final reports and products to the U.S. Department of Education and to ERIC for review and possible inclusion in the ERIC database. The 1995-96 final reports are being cataloged and entered into the State Library database. To search the AdvancE collection check out Access Pennsylvania at http://accesspa.brodart.com.

RESEARCH YIELDING NEW KNOWLEDGE

Participants in **Pennsylvania Adult Literacy Practitioner Inquiry** are busily analyzing data and writing up the findings from their inquiry projects. The topics represent a broad range of experiences and program types.

A literacy council coordinator used dialogue journals with three learner-tutor pairs to learn more about program participants' needs. A volunteer tutor is seeing how his students respond to language experience activities. A math teacher is learning more about how to help students succeed by involving them in developing a new math placement test and then collecting math writing samples and observations of them doing their work. He reports that this "has revealed a ton of information." A number of participants are either trying out a new approach and documenting how students respond to it or are working to understand better how students perceive and respond to current practices as a way to develop new approaches.

A number of PALPIN participants in the Southeast region have been working with colleagues to develop a program-wide inquiry project. Two such groups are investigating the challenges of meeting the literacy needs of ESL learners where listening and speaking have been the primary instructional emphasis. One group is developing a plan to restructure their program based on the inquiry work.

This brief summary illustrates ways in which inquiry is helping to improve individual practice and contribute to overall program improvement and knowledge generation for the field.

The **Pennsylvania Action Research Network** research team has logged hundreds of hours and miles to meet and exceed the project's goals. A brief summary: PA-ARN provided training and mentoring along with a training handbook. About 30 participants are expected to complete projects and monographs. The *Action Update* newsletter kept practitioners aware of both PA-ARN and PALPIN. A data bank is making every project accessible to anyone. Mentors from last year's project assisted this year. A panel of experts added objective input to the individual projects in two regions.

Quality Improvement Projects: Agencies/Contacts

Project EQUAL–Educational Quality for Adult Literacy: *Abt Associates/Judith Alamprese*

Regional Professional Development Centers: *Northwest Tri-County I.U. 5 / Richard Gacka, Bootsie Barbour; Central I.U. 10 / Edith Gordon, Gail Leightley; Greater Pittsburgh Literacy Council / Donald Block, Karen Mundie, Rachel Zilcosky, Sue Snider; TIU Adult Education & Job Training Center / Carol Molek, Brian Frey, Paula Smith; Lancaster Lebanon I.U. 13 / David Karl, Sandra Strunk, Ilsa Powell Diller; Mayor's Commission on Literacy / Rose Brandt, Diane Inverso*

AdvancE State Literacy Resource Center: *Pennsylvania Dept. of Education/Cheryl Harmon*

Western Pa. Adult Literacy Resource Center: *Pennsylvania Dept. of Education/Chris Kemp*

Building Communities for Learning: *Pennsylvania State Coalition for Adult Literacy / Sheila M. Sherow*

Training Development Project: *TIU Adult Education & Job Training Center / Carol Molek*

Research & Development of Pennsylvania-Specific Adult Learner Competencies in Family, Work, and Community Contexts: *Institute for the Study of Adult Literacy, Penn State University / Eunice N. Askov, Barbara Van Horn*

Technical Assistance for the Transmission of Data through Technology: *Center for Literacy, Inc. / JoAnn Weinberger*

Development of Criteria for Reporting Student Data: *Center for Literacy, Inc./Ashley Stoudt*

Professional Development Evaluation & Reporting System: *South-Central Professional Development Center / Brian Frey*

Program Improvement Plans & Needs Assessment: *Southeast Professional Development Center / Sandra Strunk*

ABLE Net: *Central-Northeast Professional Development Center / Debra Burrows*

Focus on Adaptation: *Royce & Royce / Sherry Royce*

Pennsylvania Action Research Network (PA-ARN): *Penn State University Monroeville / Allan Quigley*

Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN): *University of Pennsylvania / Alisa Belzer*

Statewide Staff Development on Adults with Learning Differences: *Center for Alternative Learning / Richard Cooper*

Tutors of Literacy in the Commonwealth: *Delaware Co. Literacy Council/Patricia Reitz Gaul*

AXIS—Adult education eXpress Intercommunications Support: *Lancaster-Lebanon I.U. 13 / Tana Reiff*

An internal evaluation of impact involving participants in PA-ARN's first year showed that some had continued with action research, some had not; yet, 94% said they "look at problems in a more systematic way as a result of action research." The same percent said they had "better problem solving strategies." A total of 63% had changed their program permanently and 63% said the institution's procedures had seen a lasting change as well. Their supervisors confirmed these statements in a second round of interviews.

Project leaders report that action research is beginning to show consistent strategies and patterns of findings, and that the field is already seeing some lasting impact—both in practice and institutional functions. With a growing base of knowledge, they hope that emerging patterns of successful strategies can be even better disseminated.

ONLINE ACCESS ENHANCING COMMUNICATION

ABLE Net developed and maintains a Web page (www.lhup.edu/~lhinman/home.htm) targeted to ABLE programs by providing links and information on technology funding, lesson plans, pending legislation, ESL, School-to-Work, training opportunities, workforce education, and more. During the past year, there has been a significant increase in the number of ABLE-affiliated individuals and programs that have secured online access. This will provide opportunities for faster, more efficient communication and access to information, which will help with the overall program improvement effort.

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Action Update

WHAT'S HAPPENING IN THE STATEWIDE ACTION RESEARCH NETWORK

Action Research and Adult Literacy Practitioner Inquiry Networks—Year 2

The process of action-based research is: 1) a specific issue or problem question is defined; 2) the researcher/practitioner designs a procedure for addressing the problem; 3) the procedure is implemented; 4) an evaluative process is built into the process to determine if the question has been satisfactorily addressed; 5) the process continues in this cyclical fashion until the researcher is satisfied with the results, and/or begins with a new issue.

1995-96: What was done?

In Year 1 of the projects a variety of topics were researched by practitioners from across Pennsylvania. Among the topics explored through the Pennsylvania Action Research Network (PA-ARN) *(monographs of these projects are available through AdvancE):*

- Building self-esteem through reading (Susan Cooper)
- How classroom tests affect students' sense of progress (Kathleen Moon)
- Increasing the return of monthly progress reports (Debbie Thompson)
- Attendance and retention of Adult Basic Education students (Pat Scott)
- Increasing recruitment in the Gateway Project (Paige Thomas and Gail Campbell)
- Improving attendance of adult learners (Virginia Fetsko, Nancy Ott, and Lisa Walsh)
- Recruitment of ABE students through structured strategies (Gary Narbut and Joseph Mando)
- Implementing a portfolio system in the adult reading/writing classroom (Karen Tuminello)
- Learner retention action plan (Lisa Schmalzried)
- Increasing vocabulary levels of deaf (Patricia Palmiscno)
- Improving retention and resolving personal problems by instituting a regularly scheduled student support group (Nicole Despines)
- Increasing students critical reading (Monica McAghon)
- Linking adult education programs to post-secondary institutions (Barbara Kroh)
- Utilizing alternative assessment tools with individuals having developmental challenges (Joy Zamierowski)

Among the topics explored through the Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN) were:

- What does discovery learning look like in my class?
- What will happen when I try to implement a program-wide inquiry project as staff development?
- How are ESL students learning to read in a second language?
- How can a small learning group support reading growth for the lowest-level readers in a very large class?
- What happens when I try to implement a visual screening for use during intake/ student orientation in a volunteer-driven

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WHY WE'RE HERE

In 1995, the Pennsylvania Department of Education announced statewide initiatives involving teachers, tutors, counselors, and administrators in systems of problem solving and knowledge building for their organizations. The Pennsylvania Action Research Network (PA-ARN) and the Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN) were the results of that funding. The thrust of both projects was to enable practitioners to solve problems in their practice and, in various ways, to disseminate the findings to others.

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program?

- What happens when I try to get students to return to class after they dropped out?
- How do various stakeholders in a workplace literacy class perceive the benefits of the class?
- What happens when I implement small discussion groups focused on literature in my GED preparation class?
- How do I feel about having a learner-centered classroom and how do my students respond to this new approach?
- What happens when a process for adult learners to set and assess their monthly goals is implemented?
- What teaching strategies help make adult education studies more interesting to learners?
- What does community look like in my program, and how does it get built?
- What could we do to improve retention in our program?

Debbie Thompson, a participant in the PA-ARN project ("Increasing the return of monthly progress reports"), said: "The purpose was to see if by including students in the process (submitting monthly reports to area literacy coordinators), the rate of return of these reports would increase ... It was my hope that with more student involvement, tutors would be more inclined to complete the reports and give them to their area coordinators. This in fact did happen. The project was conducted in three...areas and saw an overall increase, over a three-month period, of 25%."

YOU are invited to participate!

If you are interested in finding solutions to problems in your practice and to enhancing the professional development of the field, your participation can be of great benefit to you. "How can I, specifically, benefit?" you may ask. Well, you will benefit by participating by:

- Receiving mentoring throughout the process.
- Receiving assistance in defining a problem in your setting around which the project will be conducted.
- Receive a Handbook in the PA-ARN project that will enhance your understanding of the process, and enable you to replicate later, too.
- Receive guidance and support from peers as you experiment with different problem-solving strategies.
- Receive up to $300 for completing a successful project.
- Help the field evolve professionally in Pennsylvania and, above all, help your students in new ways.

PA-ARN work will occur in the Southwest, Northwest, and Central-Northeast Professional Development Center regions. Steps to participate in PA-ARN are easy:

STEP 1: Contact the PA-ARN office for registration form.

STEP 2: Get the approval of your project director.

STEP 3: Return approved form to the PA-ARN office.

Coming Attractions

In 1996-1997 PA-ARN will be working in the Northwest, Southwest, and Central-Northeast Professional Development Center regions.

In the western part of the state ... A group will convene in Pittsburgh, led by PA-ARN team member **Drucie Weirauch.** A group will convene in the Erie/Meadville area, led by PA-ARN team member **David Fetterman.** The specific locations of these groups are yet to be determined.

In the Central-Northeast ... PA-ARN team member **Kathy Kalinosky** plans on leading two groups. Meeting sites for these groups are yet to be determined. One of these groups will probably be located in the eastern portion of the region and the other group in the western section. Specific locations will be determined based on the participants involved in an attempt to make the sites as easily accessible as possible to group members.

PA-ARN team member **Linda Ritchey** will work with people who are unable to participate in a group.

For more information on PA-ARN, call Debbie Doyle at 412/372-6868 Monday, Tuesday, or Thursday, 4-7 p.m. Your project director and the PDC will need to OK your involvement in the project.

PALPIN

Project Director Alisa Belzer, says, "PALPIN will provide several opportunities for practitioners from around the state to build professional community, generate new knowledge, improve practice, and do program development as they learn strategies for learning from practice in inquiry groups."

To accomplish this, Alisa indicates that practitioners from all regions of the state will be invited to the Winter Inquiry Institute in Philadelphia. The Institute will occur over four days in late January, 1997. In addition to that opportunity, practitioners will be able to participate in workshops and meetings at the PAACE Mid-Winter Conference.

There will be ongoing inquiry groups in the Southeast, Central-Northeast, and South-Central Regions:

- Southeast Region: inquiry-based professional development through peer coaching, program-based practitioner inquiry groups (meeting regularly at the program site), and an online or face-to-face cross-program inquiry group (determined by participant location and telecommunications access).
- Central-Northeast: an online inquiry group.
- South-Central: a program-based–practitioner inquiry group.

"All groups will have leadership and facilitation provided by local practitioners who participated in PALPIN during the 1995-96 year," Alisa adds.

For more information on PALPIN, contact your PDC coordinator or Alisa Belzer (215/898-8865 or belzera@dolphin.upenn.edu). Your project director and the PDC will need to OK your involvement in the project.

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Action Update

WHAT'S HAPPENING IN THE STATEWIDE ACTION RESEARCH NETWORK

Action Research & Adult Literacy Practitioner Inquiry Networks—Progress Reports

PA-ARN (The Pennsylvania Action Research Network) and PALPIN (The Pennsylvania Adult Literacy Practitioner Inquiry Network) are both several months into the second year of their work. They are working with groups and individuals across Pennsylvania. This issue of *Action Update* will report on the progress of these projects to date. In addition, there are some insights from several PA-ARN participants.

News from ... Central-Northeast PDC

Kathy Kalinosky is facilitating Action Research Training in this region. To accommodate the size of the territory, there are two groups projected at the present time. One group will meet in the western portion of the region, while the other meets in the eastern portion.

The actual training in each section of the region is being preceded by an Orientation Meeting. At this session, potential participants have an opportunity to learn about PA-ARN, as well as about the ideas and expectations of program participants. The first Orientation Meeting was held in the eastern sector of the region on Thursday, November 21, with ten people in attendance. The Orientation Meeting for the western sector will be held on Friday, December 6. There's still room to join in the Central-Northeast.

News from ... South-Central PDC

Linda Ritchey is conducting Action Research Training in this region. An Action Research Training session was held in the region on Friday, November 8. The meeting was held at the Tuscarora Intermediate Unit #11 in McVeytown.

Linda has scheduled a further training session for the Chambersburg area on Tuesday, December 3. Details are available through the PDC office or from Linda. Anyone interested in participating in a PA-ARN project in the South-Central Region are invited to attend. For details call Linda (814/539-8637) or the PA-ARN Office.

In addition to these formal group meetings, Linda is available for small-group consultation. If you are interested in completing an Action Research Project in the South-Central Region but are unable to participate in group meetings, contact the PA-ARN Office.

News from ... Southwest PDC

Action Research Training in the Southwest Region is being conducted by Drucie Weirauch. Drucie held an Orientation Meeting at Goodwill Industries of Pittsburgh on Friday, November 8. It was attended by 24 literacy practitioners, representing seven pro-

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viders of adult literacy programs: Private Industry Council (Greensburg), Greater Pittsburgh Literacy Council, Goodwill Literacy Initiative, Carlow College, and Somerset Co. Vocational Technical School, as well as representatives from SPOC and Americorps. In addition to Drucie, the Southwest PDC Coordinator, Rachel Zilcosky, answered questions. The first Training Session was held on Friday, November 15 with further sessions scheduled on November 22, December 6, January 10, January 31, and March 14. It's almost full but inquiries are still welcome.

News from ... Northwest PDC

Leadership for the Northwest Region Training is being provided by David Fetterman. Dave held an Orientation Meeting at Crawford County READ in Meadville on Thursday, November 7. It was attended by literacy practitioners from Erie, Meadville, New Castle, and Seneca.

The first Training Session was held on Thursday, November 21. It was attended by ten practitioners. Further sessions are scheduled on December 12, January 9, February 13, and March 13. For details, contact Dave or the PA-ARN Office.

News from ... Conferences and Training Events

The word about Action Research and PA-ARN has been spreading through several programs in the past few months. In October Allan Quigley and David Fetterman presented a paper on Action Research: "Who Should Produce Knowledge? Variations on Practitioner Action Research for Adult Literacy," at University Park at the Eastern Adult, Continuing, and Distance Education Research Conference. In early November, Allan was on a panel with Dr. Peter Jarvis and Dr. David Deschler at the Commission of Professors of Adult Education Annual Conference in Charlotte, North Carolina. The panel topic was "Trends and Issues in Research." Allan shared details about the work of PA-ARN and PALPIN. In late November Allan Quigley, Marcia Anderson, and Debbie Thompson made a carousel presentation at the 12th Penn-Ohio Adult Basic Education Conference in Mars, Pennsylvania. Their topic was "Why not join the Action Research family?" Participants from this were interested in the progress being made here. In addition PA-ARN will be looking to present sessions at the PAACE Midwinter Conference, as will PALPIN.

News from ... PALPIN

Regional inquiry groups have formed in the Central-Northeast and Southeast areas of the state. In Central-Northeast, the group had the first of four face-to-face meetings in early November. The group will participate in online journal groups for about two months, during which time participants will read current research literature on a variety of topics and respond to it in relationship to their own work experiences. Journal groups are being led by 1996 Winter Inquiry Institute participants in the region. By mid-January, they will move toward identifying an inquiry topic and will share data and collaborate on analysis online through the spring.

In the Southeast, participants from the 1995-96 PALPIN Region 6 Seminar will work as leaders in their region by facilitating inquiry groups based in their own or other programs. Program based, PALPIN encourages groups of practitioners in a program to identify a common theme or focus for inquiry.

In addition to these activities, plans are under way for the Winter Inquiry Institute to be held in Philadelphia on January 22-25. Applications, due December 13, are available from PDC Coordinators. Practitioners from all regions of the state are encouraged to participate. PALPIN also hopes to host two sessions at the PAACE Mid-Winter Conference. One will give interested practitioners from around the state an opportunity to gain hands-on experience doing an inquiry activity. The other will feature 1995-96 participants discussing their inquiry project findings.

News from a ... 'Returnee'

In this second year of PA-ARN and PALPIN, there are a number of learners who have returned to do further research. One of them offers comments that help to illustrate the continuing value of this work for practitioners.

Joy Zamierowski from Erie writes: *"I decided to become involved in a second year of Action Research for a few different reasons. The main reason was that after completing one project, I was not sure that I had the confidence to utilize the process of Action Research on my own. Also, I decided to become involved again because one of the instructors in our program wanted to try it, and I believed that she would be more comfortable if I were to complete the process with her. Finally, I found that I had learned a lot from the other action researchers by simply attending the meetings. It was interesting to learn how others were attempting to solve problems that were also problems in our program.*

"Action Research provides practitioners the opportunity to discover ways to improve existing practices. The end result is not always what one hopes it will be; however, it is a learning experience."

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Action Update

WHAT'S HAPPENING IN THE STATEWIDE ACTION RESEARCH NETWORK

Across the State and Beyond: Working to Improve Practice Through Action Research and Practitioner Inquiry

Over the months PA-ARN and PALPIN have been working to develop new knowledge and leadership in the field of adult literacy. Much of that work goes on quietly: trainers from each project working with practitioners from every corner of Pennsylvania to enable them to enhance their own work in their own contexts. In addition, though, PA-ARN and PALPIN leaders have been at work to influence practitioners who are not directly involved in either projects to broaden the impact of action research and practitioner inquiry.

Action Research Network at Midwinter Conference

This year at the Midwinter Conference in Hershey, current Pennsylvania Action Research Network (PA-ARN) team members Kathy Kalinosky, Allan Quigley, Drucie Weirauch, and Raiana Mearns presented a panel, "Pennsylvania Action Research Network: What We Have Done, What We Have Learned, What the Future Promises." They discussed the fact that there were 25 participants in three regions last year and 40 participants in four regions this year. Of the current participants, 30% in the two western regions participated in PA-ARN last year and have returned for either another cycle of their project from last year or a new project.

The PA-ARN panel also discussed their database, which remains a source of networking information for educators around the state. This newsletter, *Action Update*, was also discussed. It continues to be a source of information and updating for those across the state.

Those who attended this presentation also heard about some of what PA-ARN has been learning in its one and a half years of existence. They have learned that single researchers with minimal contact with a group of peers or a group leader seem to have trouble carrying a project through to completion. Interaction with others provides a source of accountability and support. PA-ARN has discovered the value of "mentor assistants"—persons who have been through one year of PA-ARN training and are providing support and assistance to this year's participants.

For the future, the PA-ARN team is starting an internal study of the lasting effects of participation in action research—both on participants and their work and on programs and institutions. It is hoped that the future will also see the ability to be part of a system which will use the common findings from projects (such as repeated findings in retention projects), or the consistent findings in instructional approaches, to benefit practitioners across the field. Small studies are not suggesting wide generalizability from common findings, but those findings can be of help to those who want the benefit of what others have learned. Finally, the panelists stressed that through PA-ARN they have learned that people can help each other a lot in their work—more than they might have guessed at the beginning of the project.

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ABOUT THIS ISSUE

Because of the external work of PA-ARN and PALPIN, this issue of Action Update *will focus on researchers' work outside of their immediate projects through an upcoming book and the recent Adult Education Midwinter Conference, as well as a look at the networking activities of PA-ARN and a note from a PALPIN returnee.*

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PA-ARN Participants Network

To facilitate the sharing of problems and intervention techniques among PA-ARN participants statewide, a network of common issues has been established. Information from participants' Project Planners have provided themes related to adult literacy. These thematic issues have been categorized. This list and an updated directory were mailed to all PA-ARN participants and trainers in the four PA-ARN regions.

Since "shared knowledge" is one of the goals of PA-ARN, this thematic issues network will encourage communication among participants statewide during the course of their projects. The network will facilitate the consideration of issues such as shared problems, interventions, and data-collecting methods. The network will also complement the monographs, which disseminate findings at the end of the project year.

To date, the network has included all 1996-97 projects that had completed Planners, as well as those with completed monographs from 1995-96. The themes, and the number of projects from each year, include:

- ***Retention*** (97:8, 96:5)
- ***Student Outcomes (cognitive & affective)*** (97:4, 96:2)
- ***ESL*** (97:3, 96:1)
- ***Special Needs Students*** (97:1, 96:3)
- ***Recruitment*** (97:2, 96:1)
- ***Administrative*** (97:1, 96:1)
- ***Diagnosis & Student Placement*** (97:2)
- ***Incentives & Motivation*** (97:1, 96:1)

Action Research Book to be Published

Coming in May or June of 1997 Jossey-Bass will publish *Creating Practical Knowledge: Problem-Posing and Problem-Solving Through Action Research.* This book will be part of Jossey-Bass's *New Directions for Continuing and Higher Education Series.* Serving as co-editors are Allan Quigley and Gary Kuhne. Contributors include action researchers Kathleen Cegles, David Fetterman, Kathy Kalinosky, Reana Mearns, Linda Murphy, and Drucie Weirauch, all discussing the projects they successfully completed in Pennsylvania.

In addition, the authors discuss the issues of research in the wider field of adult education and public education. The closing chapters constitute a discussion between John Peters of the University of Tennessee, known for his participatory research work with the Highlander Folk School, and the editors on action research. It promises to be a helpful, engaging addition to the field.

PALPIN at Midwinter Conference

The Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN) participated in the Adult Education Midwinter Conference in two ways. A preconference session was held for all current and past PALPIN participants from around the state to meet each other, hear about each other's work, and share experiences and findings from practitioner inquiry projects. Current participants received feedback on their inquiry questions, which they are now in the process of articulating. This session was used to look collaboratively at some data from one participant's inquiry project. The future of PALPIN was discussed as well. One central challenge that the group identified is maintaining the benefits of face-to-face contact as participants work together over greater and greater distances. This separation has meant fewer opportunities to work together. Although PALPIN is experimenting with telecommunications (i.e., e-mail) as a partial alternative, those who are using it now agree that there is a need to work at making it a more effective substitute for being together.

PALPIN also facilitated a concurrent session by offering a hands-on inquiry experience, aimed at those who are uninitiated to practitioner inquiry (although several past and current participants attended). After providing some background on PALPIN and definition information on "practitioner inquiry," the bulk of the session was spent using a "structured conversation" (a frequently used inquiry strategy) to look at data from the classroom of Sandy Harrill, PALPIN facilitator. Participants commented that the experience of looking collaboratively and descriptively at Sandy's data had stimulated them to think about issues in their own work in new ways and also gave them a new strategy for working with colleagues.

A PALPIN RETURNEE SPEAKS

A returnee to the PALPIN Project this year, **Kathy Gleockner**, writes of her experiences and her reasons for returning:

"I am an instructor at Bradford County Action, an adult learning center in Towanda, PA. I've taught here four years, mostly in GED classes. I joined PALPIN last year because I was curious about practitioner inquiry and teacher research. I thoroughly enjoyed my participation last year at the Winter Institute in Philadelphia. Participation in PALPIN has given me a new way of looking at my students and myself. My project involved looking at GED classes and how change affected my students. I believe my research really helped me understand what my students were thinking and how they viewed class. I believe I am now better able to interact with my students and to individualize instruction.

"I chose to continue with PALPIN this year because Alisa [Alisa Belzer, PALPIN Director] *offered me the opportunity to take a leadership role. I'm excited about sharing practitioner inquiry with other adult educators so that they may bring a new focus to their programs."*

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Action Update

WHAT'S HAPPENING IN THE STATEWIDE ACTION RESEARCH NETWORK

PA-ARN AND PALPIN: 1996-97 FINAL REPORT

Action Research Network Completes Work in Four Regions

Since the fall of 1996, four staff developers with the Pennsylvania Action Research Network (PA-ARN) have been working with practitioners across the state in Action Research. They have been mentoring, and facilitating their groups as practitioners developed, implemented, and evaluated specific projects using action research. Finally, they have guided those who have completed projects in 1996-97 in the writing of monographs. The 1996-97 monographs are available through AdvancE and Professional Development Center Offices.

... in the Southwest Region

Drucie Weirauch facilitated the work of practitioners in the southwestern Pennsylvania counties. The nine completed monographs in the Southwest Region group are:

- Use of interviews and creative writing assignments to identify barriers and improve retention.
- Just-in-time training for volunteer tutors.
- Creating a process to evaluate the progress of ESL students' speaking skills using audiotapes.
- The effects of a problem-solving and goal-setting curriculum on student motivation.
- Increasing the number of potential recruits in the literacy program by formalizing policies in the orientation process.
- Improving student retention by concept maps and criterion-referenced testing.
- Using vocabulary building strategies to improve students' GED social studies and science skills.
- Researching Greater Pittsburgh Literacy Council's impact survey to encourage students to be more reflective about their experiences with the agency.
- Recruitment of ABE students in a corrections facility.

... in the South-Central Region

Linda Ritchey served as trainer for this region. Seven practitioners have completed action research projects and monographs. Projects from South-Central include:

- Effectiveness of offering additional classes to increase student retention.
- Motivating students to complete the GATB through workshop participation.
- Promoting job readiness in county jail inmates through self-awareness.
- How adult students respond to optional and additional class time.
- Improving self-esteem of minority students.
- Illiteracy's impact on patient education and compliance.
- Increasing the use of the computer lab for literacy, GED, and ESL students.

... in the Northwest Region

Trainer **David Fetterman** guided the work of action researchers in this region. The following six projects and monographs have been completed in the Northwest Region:

- Learner retention action plan.

➡

PA-ARN & PALPIN 1997-98

We're baaaaack! Or we will be! The fall of 1997 will see the return of both the Pennsylvania Action Research Network and the Pennsylvania Adult Literacy Practitioner Inquiry Network. These projects are part of a statewide initiative, "Learning from Practice," funded by the Pennsylvania Department of Education. Both groups look forward to serving practitioners across the state. We hope to see people returning to the projects. We hope to see new participants. Together, we hope to improve the field as we improve our practice. Have a great summer!

ACTION UPDATE

Editor: Allan Quigley

Staff Writer: David Fetterman

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Action Research Project
(412) 372-6868

Debbie Doyle
Receptionalist/Assistant
Mon.-Tues.-Thurs., 4–7 pm

This publication is available in alternative media on request.

- Using flash cards and audiotaped words to increase student vocabulary.
- Mixing ESL students with native-speaking basic education students.
- Increasing frequency of outside reading among literacy program participants.
- Action research on student retention in a one-on-one tutoring program.
- Utilizing student tutors within a special needs class.

... in the Central-Northeast Region

Trainer **Kathy Kalinosky** reports that five persons have completed Action Research project for 1996-97. Topic areas in this region include:

- Increasing communication between incarcerated dads and their children.
- Increasing participation and retention through cooperative learning groups.
- Increasing monetary and human resource support for annual fund-raising events.
- Using editorials and political cartoons to improve students thinking skills and GED social studies scores.
- Using collaborative learning to improve students' retention.

ACTION RESEARCH IMPACT STUDY COMPLETED

In April 1997, **Debbie Doyle**, the Action Research Network Project Assistant, conducted a study of those who participated in the Pennsylvania Action Research Network and completed their projects in 1995-1996. The goal of the study was to gauge the impact of participation in action research on practitioners' work and on their institutions. Both participants and their supervisors were interviewed by telephone. A total of 16 participant-respondents participated in the study. Of those 16, 15 (94%) responded that after participating in action research they now look at problems in a more systematic way. Further, 15 (94%) also stated that, as a result of participation in action research, they now have better problem-solving strategies. Of the seven supervisors interviewed, 100% said they would allocate funding for action research in the future. A total of 57% saw an attitude change, 57% saw a behavior change in their staff who had participated, and 56% saw a lasting impact on their institution.

Action research is a method of organized problem posing and problem solving. It is intended to help practitioners to systematically analyze and solve specific problems and issues confronting them in their individual practice and/or that of the organizations in which they work. It is also hoped that utilizing the process of action research will enable the practitioner to view problems and their solutions in a more systematic way. This recent impact study of 1995-96 PA-ARN participants is important data suggesting that those goals are being accomplished. Complete results of this study are available from the Action Research Network Office.

Inquiry Project Update

by Alisa Belzer

The Pennsylvania Adult Literacy Inquiry Network (PALPIN) project for 1996-97 is drawing to a close and participants are in the process of working on data analysis and final report writing based on very interesting and exciting projects. Two innovative approaches have been used this year to support the ongoing inquiry work of participants who work all over the state and are not able to have face-to-face meetings to provide ongoing feedback or support.

In the **Central-Northeast Region**, PALPIN participants have shared data from their projects using either U.S. mail or e-mail, and then the group has provided incisive and stimulating feedback which the facilitator then summarizes. All responses and summaries are shared via e-mail—not the same as sitting around a table together, but it might be the next best thing to being there!

Winter Inquiry Institute participants are currently looking at each others' data and providing response and feedback via U.S. mail. This is not as quick as e-mail, but it doesn't exclude participants who lack access to telecommunications technology. Participants continue to remark that the data-sharing sessions used in PALPIN are stimulating and helpful to both the presenters and the participants.

The **Southeast Region** has five program-based inquiry groups under way (an on-site facilitator works with a group of staff at a single agency instead of the typical cross-program inquiry group). Program-based groups have identified a single theme or topic that is investigated by multiple staff people in the same program. Such groups have the pragmatic advantage of cutting out travel time to meetings and the professional-development advantage of allowing more in-depth investigations into a topic. However, they lack the opportunity for outsider input available in cross-program groups. We are going to try to borrow some of this benefit on June 15 at an inter-regional conference when participants from all five groups will have an opportunity to meet, exchange experiences and ideas, and share findings.

The projects this year represent a broad cross-range of experiences and professional positions, interests, and program types—from a volunteer tutor to program directors, from ESL to family literacy to prison literacy. Participants are investigating topics that focus on understanding what happens when they try something new in their practice, or are focusing on getting a better understanding of what's happening within their current practice. The range of projects illustrates well the fact that inquiry is helping both to improve individual practice as well as contribute to overall program improvement.

REGIONAL PROFESSIONAL DEVELOPMENT CENTERS (PDCs)

Northwest PDC

Armstrong, Beaver, Butler, Cameron, Clarion, Crawford, Elk, Erie, Forrest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren

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Bootsie Barbour, Coordinator
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bootsie_barbour@smtp.trinet.k12.pa.us,
rich_gacka@smtp.trinet.k12

Central-Northeast PDC

Bradford, Carbon, Centre, Clearfield, Clinton, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Montour, Northumberland, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming

Edith A. Gordon, Director
Gail Leightley, Coordinator
Donna King, Staff Assistant
Central Intermediate Unit #10
Development Center for Adults
Centre Co. Vo-Tech School, 540 N. Harrison Rd.
Pleasant Gap, PA 16823
Phone: (814) 359-3069 • Fax: (814) 359-2344
E-mail: CNEPDC@aol.com

Southwest PDC

Allegheny, Cambria, Fayette, Greene, Somerset, Washington, Westmoreland

Donald Block, Director
Karen Mundie, Supervisor
Rachel Zilcosky, Coordinator
Sue Snider, Coordinator
Greater Pittsburgh Literacy Council
100 Sheridan Sq., 4th Fl. • Pittsburgh, PA 15206
Phone: (412) 661-READ • Fax: (412) 661-3040
E-mail: SWPDC2@aol.com

South-Central PDC

Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, York

Carol Molek, Director
Sara Plantz, Technical Coordinator
TIU Adult Ed. & Job Training Center
MCIDC Plaza, Building 58
6395 SR 103 North, Lewistown, PA 17044
Phone: (717) 248-4942 • Fax: (717) 248-8610
E-mail: scpdc@acsworld.net

Southeast PDC

Berks, Bucks, Chester, Delaware, Lancaster, Lebanon, Lehigh, Montgomery, Northampton

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Sandra Strunk, Coordinator
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Philadelphia PDC

Philadelphia

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Diane Inverso, Coordinator
Mayor's Commission on Literacy
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Philadelphia, PA 19102
Phone: (215) 685-6602
Fax: (215) 685-6620
E-mail: PHLPDC@aol.com,
mcol@philadelphia.libertynet.org

For more information please contact your regional PDC.

Professional Development Centers

A STATEWIDE SYSTEM OF REGIONAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR ADULT BASIC & LITERACY EDUCATORS IN PENNSYLVANIA

BUREAU OF
ADULT BASIC &
LITERACY EDUCATION

able

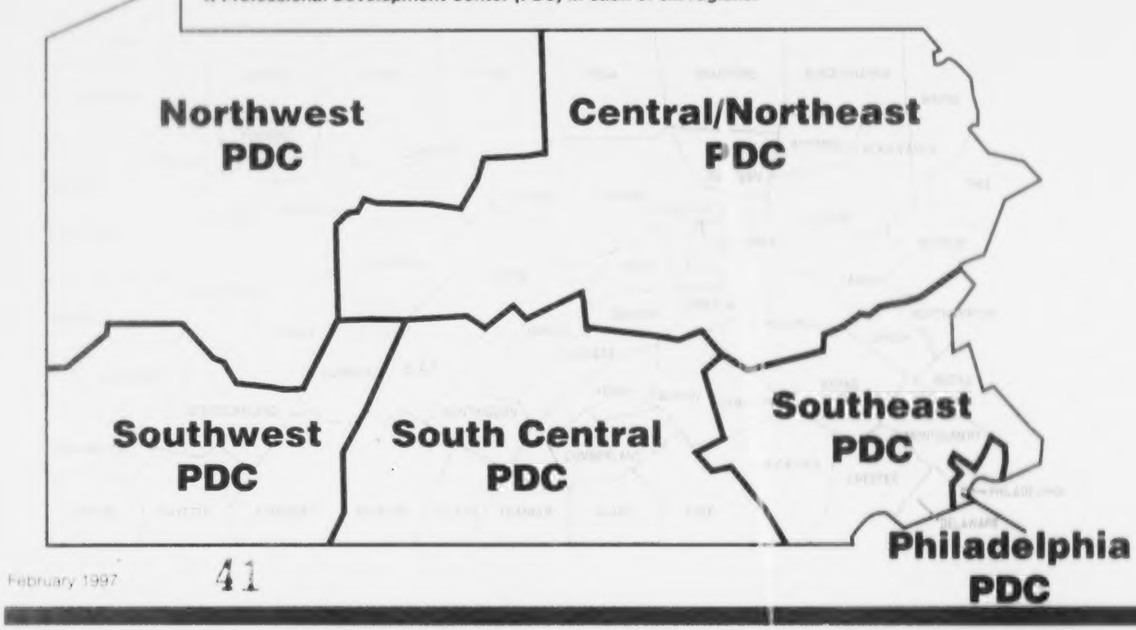
PENNSYLVANIA
DEPARTMENT OF
EDUCATION

Special Project

The PDCs provide a broad spectrum of professional development opportunities.

Pennsylvania's Professional Development Centers (PDCs) offer a comprehensive professional development program providing technical assistance and ongoing support to adult education programs throughout the Commonwealth. Each PDC fosters a network of adult education professionals throughout its region of the state as they pursue professional growth within adult education. In accordance with the Guiding Principles for the Professional Development of Adult Education Practitioners, the PDCs model an adult learning culture which encourages and facilitates self-reflective and creative learning on the part of adult participants.

A Professional Development Center (PDC) in each of six regions:



Services to agencies include:

- Practitioner Research Support
- Customized Training
- Technology Support
- Observation Feedback

Technical assistance with:

- Program Improvement Plans
- Practitioner Needs Analyses
- Agency Technology Plans

The PDCs serve the staff of adult education programs funded by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education.

Staff may include:

- Administrators
- Counselors
- Supervisors
- Instructors
- Office Support Staff Members
- Teacher's Aides
- Tutor Trainers
- Volunteer Tutors

FREEBIES *for* ABLE

A catalog of all sorts
of materials for your
Adult Basic and Literacy
Education program,
available at no charge!

Tana Reiff, Editor

**An Adult Education Act Section 353 project
of the Pennsylvania Department of Education,
Bureau of Adult Basic and Literacy Education.
Produced by Project AXIS, Lancaster-Lebanon
Intermediate Unit 13, Project #99-7005, 1996-97**

1996-97

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COMMONWEALTH OF PENNSYLVANIA
TOM RIDGE, GOVERNOR

DEPARTMENT OF EDUCATION
EUGENE HICKOK, SECRETARY

This book is a result of a project developed under support from the U.S. Department of Education through the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education; however, the opinions expressed herein do not necessarily reflect the positions or policies of the U.S. Department of Education or the Pennsylvania Department of Education, and no official endorsement should be inferred.

FREEBIES FOR ABLE*

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Commonwealth of Pennsylvania

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Project AXIS
P.O. Box 182
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353 Special Project #99-7005
through the Pennsylvania Department of Education,
Bureau of Adult Basic and Literacy Education,
Cheryl Keenan, Director
1996-97
Tana Reiff, Project Coordinator

•

Remaining copies of this publication are available from:
AdvancE
PDE Resource Center
Pennsylvania Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
1-800-992-2283 in Pennsylvania
717-783-9541 if calling from outside Pennsylvania

*ABLE is the acronym for Adult Basic and Literacy Education.

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WELCOME TO THE LAND OF THE FREE

Nearly four years ago, we published the first-ever *Freebies for ABLE*. It was a big hit with adult basic and literacy educators in Pennsylvania and beyond. Since that time, materials budgets have remained tight, as teachers and tutors not only continue to sight their 'scopes for anything good and free but also find ever more merit in working with *realia*—the materials of real life. Many of the resources listed in the 1993 edition of *Freebies* are no longer available, and many new ones have become available. And, while most of us had never even *heard* of the Internet in 1993, many of us are now finding it an indispensable resource for adult education.

So, the time was quite nigh for a new edition of *Freebies*, and here it is!

We started our search for freebies practically from scratch. We recontacted the organizations and companies who had items listed in the 1993 edition. We asked Cheryl Harmon to list materials that are currently available from AdvancE. We also collected leads on other freebies from magazines, newspapers, and television, tucking the information into a file folder over the years. We located several other catalogs of free things (gee, other people have had the same good idea!) and culled them for anything that might be appropriate for adult learners. Even a publication in the waiting room of a dentist's office produced some good sources. And, to be sure, there's plenty more out there that we don't know about.

We asked each source for samples of the freebies they were offering, then reviewed each item to determine its potential usefulness and appropriateness for ABLE programs. The following pages are the result of that search-and-review process. We think you'll find a lot to choose from!

A few things to keep in mind as you use this catalog:

- **The first criterion for inclusion was that the item had to be free.** Many, many more materials are available at minimal charge. Everything in *Freebies for ABLE* had to be FREE.
- **There's no guarantee that the resources listed here are still available.** Some will not be. In some cases, specific offerings change from time to time, but the source may be offering something else instead.
- **Not everything is for everyone.** But there's probably at least *something* for everyone in your ABLE program.
- **Please follow the ordering instructions to the letter.** If the source's "order pref" (preference) is to call an 800 number, then call the 800 number, even if an address is included in the listing. If the source is honoring "individual requests only," please don't ask for classroom quantities.
- **Order directly from the source.** AdvancE has on file one copy of each of the items listed, for review purposes only. Several other materials are listed as available from AdvancE or WPALRC. Otherwise, the State Literacy Resource Centers, the Bureau of Adult Basic and Literacy Education, and Project AXIS are *not* distributors of the materials listed here.
- **Many of the resources have a commercial angle.** If we felt the angle was *too* commercial, we didn't list the item. The private sources in particular may have an agenda to promote. Use this as a lesson in critical reading skills!
- **Students can often do their own ordering.** Having adult learners be responsibile for obtaining materials of interest to them as individuals or groups, perhaps with your assistance, is a valuable activity in itself.

Enjoy *Freebies for ABLE!*

—Tana Reiff
Project Coordinator/Editor

HOW TO USE THOSE FREEBIES

For those materials that are not necessarily designed for classroom use, here are some tips for creating valuable lessons from the materials you've gathered.

Help students to:

- Share what they know about the topic before and then after reading the brochure.
- Rewrite brochures into shorter, easier-to-understand sentences.
- Identify key words.
- Identify the main idea of a whole brochure, section, or single paragraph.
- Discuss as a group issues presented in the brochure.
- Write individual reactions to the material.
- Read for specific details you have listed.
- Locate answers to specific questions about the material.
- Figure out unknown words by using context.
- Read a section, then paraphrase it orally.
- Report on how they have applied ideas from the material.
- Create similar materials related to your program: write and publish a student orientation guide; tips for taking the GED gathered from those who "have been there"; a booklet of student writings; information gathered on a topic of interest; or a publicity brochure for your program.

For more ideas, borrow *A Field Guide for Literacy*, by Jane W. Ditmars, from your SLRC. It is packed with step-by-step curriculum ideas for teaching adult basic education and literacy students using real-life materials.

ABOUT THE LISTINGS

Each listing contains a brief description of the material being offered and:

Publication number, if relevant
Publication date, if available
Number of pages, if relevant
Rdg lev (reading level):
low = very controlled
med = somewhat controlled
general = not controlled

Order pref: Orders are preferred to be received by phone, fax, mail, e-mail, etc. *SASE* means to enclose a stamped, self-addressed #10 business-size envelope.

Quantity limits: individual requests only, small quantities, or classroom quantities available (sometimes limited)

Source/contact info

CIC = CONSUMER INFORMATION CENTER

Our federal tax dollars help support the Consumer Information Center, a clearinghouse and fulfillment house for free and low-cost information on a wide variety of practical topics, based in Pueblo, Colorado. If you are in the market for free stuff, this is your first stop.

The good news is that CIC now has a splendid site on the World Wide Web. The complete current catalog is available there, along with full text of all the publications, some of which are also presented in HTML and/or PDF format. You can't order online, but you can print out an order form and mail or fax it in.

The bad news is that an increasing number of CIC's offerings are not quite free. Even the free items require a $1 fee for up to 25 titles. Still, this is an unbeatable central source.

At no charge, you can order classroom quantities of the Consumer Information Catalog, also in Spanish as *Lista de publicaciones federales en español para el consumidor*. Or subscribe to the quarterly catalog in quantities of 20 of more.

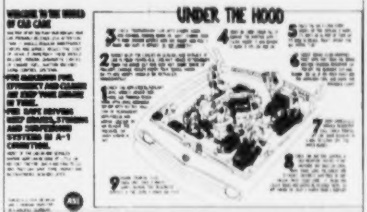
Check out the Web site at **www.pueblo.gsa.gov**. Or send for a free catalog to Consumer Information Center, Pueblo, CO 81002.

Baby Products Selection. "Safe and Sound for Baby" is a colorful guide to baby-product safety, use, and selection. Pub: 1994. 16pp. Rdg lev: med. Order pref: SASE for individuals. Classroom quantities up to 250cc. Juvenile Products Manufacturers Association Public Information, Two Greentree Centre, Box 955, Marlton, NJ 08053.

Burn Prevention Tips. Illustrated color booklet, 26pp., pub: 1995, rdg lev: med, and small burn prevention tips card. Also, lots of information on Shriners Hospitals. Order pref: mail or phone. Classroom quantities available; no limit. Shriners Hospitals, Public Relations Dept., PO Box 31356, Tampa, FL 33631-3356, (813) 281-0300.

Buying a Safer Car. Colorful brochure on automobile safety features, along with extensive rating charts rating current models on safety features, crash test results, and theft resistance. Jointly produced by AAA, National Highway Traffic Safety Administration, and the Federal Trade Commission. Pub: 1996. 12pp. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

Car Care. A series of inviting, two-color brochures, including: "What You Should Know About Your Car's Drive Train" (DT-FA), "Keep an Eye on Your Car's Filters" (F-FA), "The 8 Most Common Signs Your Car Needs a Tune-Up" (T-FA), "Renew or Replace: Rx for Making a Decision" (R-FA), "How to Keep Your Car Looking Young" (N-FA), "Are You Sure You and Your Car Are Ready for Winter?" (W-FA), "How to Find Your Way Under the Hood" (VH-FA—a very friendly labeled diagram), "How to Help Your Car Keep Its Cool" (C-FA), "How to Keep Your Wheels on the Road" (RC-FA), "How to Keep Your Brakes from Letting You Down" (B-FA), "Which Way to Go?" (NEPMA-FA). Rdg lev: med, with good-sized type. Order pref: SASE, individual requests only. Car Care Council, Dept. [get from publications listed above], One Grande Lake Dr., Port Clinton, OH 43452.



Changing Motor Oil. "Collecting Used Oil for Recycling Reuse: Tips for Consumers Who Change Their Own Motor Oil and Oil Filters" is a fold-out brochure describing nine steps for changing oil and how to recycle the oil and filter. Produced by Pennzoil for the U.S. Environmental Protection Agency. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

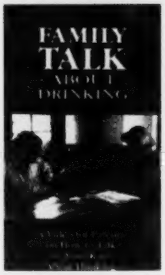
Child Abuse Prevention. Set of introductory materials with an emphasis on behavior management and the dangers of shaking babies, including bookmark in Spanish and free catalog of other materials for purchase. Approved by American Academy of Pediatrics. Rdg lev: varies. Order pref: mail or phone. Individual requests only. Pueblo Distribution Center, 649 Main St., Suite B, Groveport, OH 43125, (800) 858-8222, (614) 836-8360.

Child Care Checklist. "Finding Good Child Care: The Essential Questions to Ask When Seeking Quality Care for Your Child." A thorough overview of what to look for in family day care and child care centers.

CCAC Information Guide 19. 3pp. Rdg lev: med. Also, "Child Care: An Action Guide" brochure. Order pref: mail or phone. Individual requests only. Child Care Action Campaign, Attn: Wanda Carter, 330 7th Ave., 17th Fl., New York, NY 10001, (212) 239-0138.

Explosives Safety. Colorful posters on safeguarding explosives: "Don't Touch," "Lock 'em Up," "Explosives Magazine Emergency Procedures," "Emergency Routing When Transporting Hazardous Materials," and "If it doesn't say 'Blasters' Don't use it!" Rdg lev: gen. Order pref: written. Classroom quantities free up to 25cc. Institute of Makers of Explosives, 1120 19th St., NW, Suite 310, Washington, DC 20036.

Family History. "Where Do I Start?" is a family tree chart, research log, and how-to that makes a great starting point for geneology buffs. Also request "Library Services and Resources." Rdg lev: med. Order pref: mail. Family History Library, 35 North West Temple, Salt Lake City, UT 84150.



Family Talk About Drinking. Free video and brochures, "How to Talk to Your Kids About Drinking ... A Parent's Guide" and "Drinking and Driving Guide." Brochures also available in Spanish as "Guia Para Padres" and "Manejar Despuės de Haber Tomado." Note on video says: "The information in this video and in the 'Family Talk About Drinking' Guides is based on input from the Family Talk Advisory Panel, a group of nationally recognized, independent authorities in the area of child psychology, family counseling and alcohol treatment." Pub: 1993. Rdg lev: med. Order pref: mail, as kit or individual items; up to 5 copies free and one video free with each order. Anheuser-Busch Companies, Inc., c/o SFM Marketing, Inc., 16333 Westwoods Business Park, Ellisville, MO 63021.

Fingerfood Cookbook. "Fingerman's® Fingerfood Favorites" contains simple recipes, plus a coupon for Ziploc® bags. 16pp., color. DowBrands, PO Box 78980, New Augusta, IN 46278.

Fire Prevention. "NFPA's Guide to Implementing a Fire Prevention Campaign in YOUR Community!" A comprehensive Community Awareness Kit including information on fire safety, carbon monoxide detectors, promotional ideas, lesson plans, games, print-ready ads, radio PSAs, etc., all in English and Spanish. Also, free video available for $9.95 shipping. 56pp. Endorsed by American Red Cross. Rdg lev: varies, but student material is low. Order pref: mail; more than 5cc requires orderer to pay shipping. National Fire Protection Association (NFPA), One Batterymarch Park, Quincy, MA 02269.

Keep Your
Food Safe
FDA

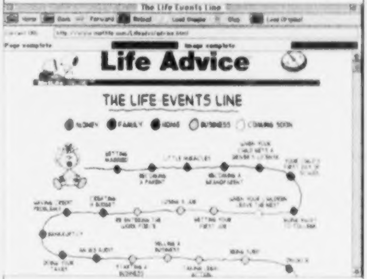
Food Safety. "Keep Your Food Safe," colorful, illustrated booklet, 20pp, rdg lev: low. "How Hector Got Sick," cartoon story in English and Spanish, with poster in Spanish on back. Order pref: fax (202) 720-9063 or mail. Classroom quantities up to 300cc, more if needed. Also, an information hotline, (800) 535-4555. USDA/FSIS, Food Safety Education Office, Room 1180, South Bldg., Washington, DC 20250.

Growing Up Drug Free. Subtitled "A Parent's Guide to Prevention," this is a must-have. Clearly written, attractively presented information, including specific pointers and activities for dealing with drug, alcohol, and tobacco issues with children of various ages, from kindergarten through grade 12. Contains color photographs of drugs and a thorough list of additional resources in back of book. 52pp. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

Guide to Choosing a Nursing Home. A thorough look at all considerations in this major decision, including a three-page checklist. Pub: 1993. 18pp. Rdg lev: med; large print. Pub. #528. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724. Also through U.S. Dept. of Health and Human Services, Health Care Financing Administration, 6325 Security Blvd., Baltimore, MD 21207-5187, pub. #HCFA-02174.

Healthy Kids Magazine. Published by the American Academy of Pediatrics, offers parents of children from birth to age 10 important information on child health. Free copies are available at pediatricians' offices.

Life Advice. A series of colorful brochures, featuring Peanuts comic strip characters, on issues including: "Getting Married," "Becoming a Parent," "Your Child's First Day of School," "Going Away to College," "Divorce," "Life Insurance," "Coping with the Loss of a Spouse," "Dealing with Disability," "Disability Insurance," "Coping with a Major Illness," "Caring for Your Aging Parents," "Choosing a Physician," "Health Insurance," "Nursing Homes," "Long-Term Care," and "Re-entering the Workforce." See also the listing under Numeracy & Money for additional titles in this series. Order pref: mail. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002. Also available directly from MetLife by calling (800) METLIFE (638-5433) or at www.lifeadvice.com.



The Life Advice Web site is a nicely designed, well-written, user-friendly resource. It contains all of the brochures in the Life Advice series by MetLife, including color pictures. Plus, the pages for each brochure contain links to other Web resources. Check it out with your adult learners!

www.lifeadvice.com

Medicating Kids. "Kids Aren't Just Small Adults: Medicines, Children and the Care Every Child Deserves" is a fold-out poster headed "Important Information About Giving Nonprescription Medicine to Your Children." Produced by the FDA and the Nonprescription Drug Manufacturers Association, 1150 Connecticut Ave., NW, Washington, DC 20857. Available through CIC. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

National Consumers League. Free information on this non-profit organization's services and publications, many of which are free to members. Topics include: AIDS, Pap test, food and drug interactions, food safety, consumer credit, insurance, en-

FREEBIES · ABLE ·

vironment, fire safety, and Internet. Special rates for nonprofits. National Consumers League, 1701 K St., NW, Suite 1200, Washington, DC 20006. 202-835-3323, fax 202-835-0747.

Parent Resource Guide. Catalog of books, brochures, charts, videos, and software produced or endorsed by the American Academy of Pediatrics. Order pref: phone, fax, or mail. Also, extensive list of free brochures on many parenting and health topics, available free for SASE, one brochure per request. AAP Publications, PO Box 927, Elk Grove Village, IL 60009-0927, (800) 228-5005, fax (847) 228-1281.

Politically Correct Shopping. "Take Me Shopping" research report, a 6-panel chart rating a variety of common household products in areas such as environmental impact, animal testing, workplace issues, minority advancement in the company, etc. Rdg lev: gen. Order pref: mail. Classroom quantities available: no limit. Council on Economic Priorities, 30 Irving Place, New York, NY 10003.

FREEBIES ·ABLE·

Rice Facts and Recipes. Brochures including "Facts About USA Rice," "The Food Guide Pyramid," "Run Your Way to Fitness," and "Walk Your Way to Fitness (with rice recipes). Rdg lev: med. Order pref: SASE for individual copies. Classroom quantities up to 200cc of each title. USA Rice, PO Box 740121, Houston, TX 77274.

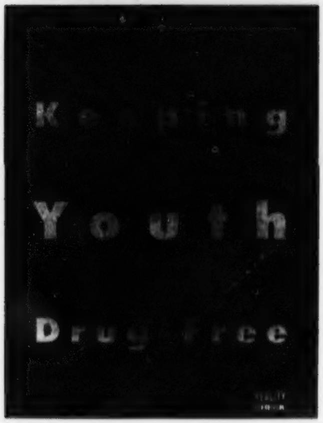
Salt: Household Hints and Salt Sculptures. Clever uses for salt in the home, incl. stain removal, air freshener, cleaning silk flowers, etc. Also, "Dough-it Yourself™ Christmas Decorations" with recipe and instructions. Rdg lev: med. Order pref: postcard. Individual requests only. Morton Salt, 100 N. Riverside Plaza, Dept. PR, Chicago, IL 60606.

Saving Energy at Home. "Tips for Energy Savers," pub: 1991, rdg lev: med, 30pp. "A Guide to Making Energy-Smart Purchases," rdg lev: gen, 8pp. Also available: "Insulation" (FS142), "Caulking and Weatherstripping," (FS203), "Hot Water Energy Conservation (FS204), "Moisture Control in Homes" (FS208), "Fans and Ventilation" (FS228). Order pref: mail, phone, fax, Internet. Available from many sources, including Sharron Brown, EREC (Energy Efficiency and Renewable Energy Clearinghouse), PO Box 3048, Merrifield, VA 22116, (800) 363-3732 (9am-7pm EST), fax (703) 893-0400, TDD (800) 273-2957. URL: www.eren.doe.gov. May also borrow printing negatives from Division of Public Information, PA-5, MS 1E-200, U.S. Dept. of Energy, Washington, DC 20585.

Strawberries. "Berry Facts," "A Guide to Folic Acid" (including recipes) "The Easy Way to 5 a Day," and a nutrition lesson plan with emphasis on strawberries and more recipes. Rdg lev: med. Order pref: written request (postcard or letter). Individual requests or classroom quantities up to 30cc of "5 a Day" + 1 lesson plan. California Strawberry Commission, PO Box 269, Watsonville, CA 95077-0269.

CALIFORNIA
The Easy Way to 5 a Day
STRAWBERRIES

Telecommunications Consumer Information. Tele-Consumer Hotline is an impartial, independent consumer education service for phone users. Toll-free hotline and publications, including "Shoppers Guides to Adaptive Telephone Equipment." Some materials in Spanish. Free brochure listing all services. Order pref: mail. Tele-Consumer Hotline, 901 15th St., NW, Suite 230, Washington, DC 20005.



Alcohol and Drugs. National Clearinghouse for Alcohol and Drug Information Clearinghouse Catalog is a must-have—packed with free materials for every purpose and very low-cost videos. Too numerous to describe everything, but outstanding materials in sample packet included: "The typical alcoholic American" poster; "Keeping Youth Drug-Free" booklet, with "reality check" activities; "We Have Better Things to Do Than Drugs" decal; "Alcohol: We're not buying it!" postcard; "Quick List: Ten Steps to a Drug-Free Future" brochure; and "Using Your Medicines Wisely: A Guide for the Elderly" booklet in large print, with "Passport to Good Health Care" insert. Order pref: none. National Clearinghouse for Alcohol and Drug Information, PO Box 2345, Rockville, MD 20847-2345, (800) 729-6686.

Asthma and Allergy. Packet of information on managing asthma and allergies, including list of other resources for purchase. Rdg lev: med. Order pref: call (800) 727-8462. Individual requests only. Asthma and Allergy Foundation of America, 1125 15th St., NW, Suite 502, Washington, DC 20005.

Breast Cancer. Booklets: "When the Woman You Love Has Breast Cancer," for men, 16pp, rdg lev: gen; "For Single Women With Breast Cancer," 40pp, rdg lev: gen. Brochures: "Breast Cancer: Information and Support," "A Woman's Guide For Breast Care," "The Teen Guide For Breast Care." All in English or Spanish, except teen brochure. Order pref: mail or phone. Individual requests only. Multiple copies available at charge. Y-ME, 212 W. Van Buren St., 4th Fl., Chicago, IL 60607-3908, (312) 986-8338.

Y-ME
National Breast Cancer Organization
A Woman's Guide For Breast Care

Breast Health. Impressive packet of information on breast health, including Breast Self-Exam Shower Card, "Answers to your questions about breast health," "Questions to ask the doctor about breast cancer," etc. Enclosed order form indicates all materials available and their reading levels. Some in Spanish. Order pref: fax to (214) 701-2151, Attn: John. Individual requests only. Susan G. Komen Breast Cancer Foundation, 5005 LBJ Freeway, Suite 370, Dallas, TX 75244.

Cancer Publications. A long list of brochures, cookbooks, shopping list tablet, charts, stickers, and calendar. Sample titles: "Menus and Recipes to Lower Cancer Risk," "Sneak Health Into Your Snacks," "Infant Nutrition," "The New Food Labels," "Hints for a Healthy Weight," and many more. Ask for Publications Order Form first. Rdg lev: varies. Order pref: Individual requests only, free up to 2 copies per order. American Institute for Cancer Research, Publications Dept., Washington, DC 20069-2012, (800) 843-8114.

Cholesterol. Cholesterol Survival Kit emphasizes prescription-drug therapy but includes good tips on why high cholesterol is dangerous, risk factors, how to lower cholesterol, etc. Pub: 1996. Rdg lev: med. Order

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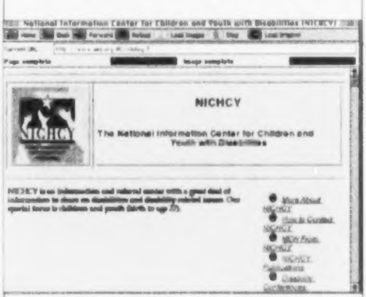
pref: call (800) 516-3725. Individual requests only. Merck & Co., Inc., PO Box 14902, Research Triangle Park, NC 27709-4902.

Cystic Fibrosis. "Commitment" newsletter on CF research, organization activities, legislative issues, etc. Rdg lev: gen. Order pref: call (800) 344-4823. Individual requests only. Cystic Fibrosis Foundation, 6931 Arlington Rd., Bethesda, MD 20814.

Disabilities in Children and Youth. Free list of Pennsylvania state resources for persons with disabilities and catalog of publications, many of which are free up to 10cc. Free items include "Parenting a Child with Special Needs," "Parent's Guide to Accessing Programs for Infants, Toddlers, Preschoolers w/ Disabilities," "Questions Often Asked About Special Education Services," and fact sheets on autism, cerebral palsy, deafness and hearing loss, Down Syndrome, emotional disturbance, epilepsy, learning disabilities, mental retardation, severe and/or multiple disabilities, speech and language impairments, spina bifida, visual impairments, traumatic brain injury, and attention deficit disorder. Most in English or Spanish. Publications available in alternative format on request. Full text of publications available through Gopher link from Web site. Order pref: order form in catalog, phone, fax, e-mail. National Information Center for Children and Youth with Disabilities, PO Box 1492, Washington, DC 20013-1492, (800) 695-0285 (voice/TT). E-mail: nichcy@aed.org. URL: www.aed.org/nichcy.


National Information Center for Children and Youth with Disabilities (NICHCY)
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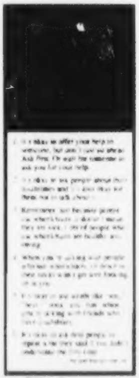
NICHCY

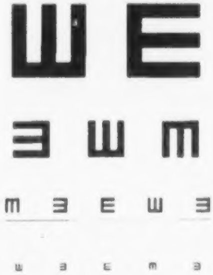
The National Information Center for Children and Youth with Disabilities

Visit the Web site of the National Information Center for Children and Youth with Disabilities at:

www.aed.org/nichcy



Disability Awareness. Friends Who Care: Packet of three brochures and a card of "Helpful Hints When Meeting Friends With Disabilities" for sensitization education and information on Americans with Disabilities Act. Rdg lev: med. Order pref: SASE. Individual requests only. National Easter Seal Society, 230 W. Monroe St., Chicago, IL 60606, (312) 726-6200, TDD (312) 726-4258, fax (312) 726-1494.



Family Home Eye Test. User-friendly fold-out brochure including symptoms of eye trouble in adults and children, "pointing game" chart for testing distance vision, and easy-to-follow instructions. Rdg lev: med. Order pref: phone or mail. Individual requests only. Prevent Blindness America, 50 E. Remington Rd., Schaumburg, IL 60173, (800) 331-2020 or (847) 843-2020.

FDA Consumer Magazine Reprints. A wide array of article topics is available through CIC in the form of 8.5" x 11" pamphlets. Sample titles, with CIC publication numbers: "An FDA Guide to Choosing Medical Treatments" (#537), "Making It Easier to Read Prescriptions" (#542), " 'Healthy Tan'—A Fast-Fading Myth" (#529), "Can Your Kitchen Pass the Food Safety Test?" (#584), "Food Allergies: Rare but Risky" (#519), "Food Label Close-Up" (#520), "Growing Older, Eating Better" (#602), "Healthful Snacks for the Chip & Dip Crowd" (#600), "Decoding the Cosmetic Label" (#527), "Feeding Baby: Nature and Nurture" (#503). Rdg lev: med, but print is small. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724. Free sample copy of *FDA Consumer* and subscription form are available through Food and Drug Administration, HFI-40, Rockville, MD 20857.

What You Need To Know About Heart Attacks
You Need To ... Breast Cancer
Need To ... Stroke
...ery Woman ... Menopause
Learning ... Prostate C...
New Hope For Depression And Other Mental Illnesses
America's Pharmaceutical Research Companies

Headaches. "Tap the best resource" brochure covers types of headaches and organization membership information, plus sample "Head Lines" newsletter. Rdg lev: gen. Order pref: agency letterhead. Classroom quantities up to 35cc. National Headache Foundation, 428 W. St. James Place, 2nd Floor, Chicago, IL 60614-2750.

Health Guides. Currently six titles in series: "What You Need to Know About Heart Attacks," "What You Need to Know About Breast Cancer," "What You Need to Know About Stroke," "Every Woman's Health in Menopause and Beyond," "Learning About Your Prostate Can Save Your Life," and "New Hope for Depression and Other Mental Illnesses." A variety of therapies are described, with slight bent toward drug therapy. Very readable and attractive. 8pp each. Rdg lev: med. Order pref: single copies and order forms for large quantities through WPALRC, (800) 446-5607, ext. 216. "Shoeboxes" of 500 each title through America's Pharmaceutical Research Companies, 1100 Fifteenth St. NW, Washington, DC 20005-1797, (800) 862-4110, www.phrma.org.

Healthy Babies. Catalog of public health education materials on pregnancy, prevention of birth defects, and related topics, many in Spanish. Order pref: pick up at local March of Dimes office. Some pamphlets also available in local offices. Classroom quantities available. March of Dimes Birth Defects Foundation, National Office, 1275 Mamaroneck Ave., White Plains, NY 10605, (914) 428-7100. Fulfillment Center in Wilkes-Barre, PA: (800) 367-6630, fax (717) 825-1987.

Hearing. Series of brochures: "Your Guide to Better Hearing," including a self-hearing test; "A Guide to Your Child's Hearing"; "Discover a world of better hearing!" and "Desubre un mundo dónde se oye mejor!"; "Overcome Hearing Loss NOW!"; "We Chose Better Hearing!" (success stories of celebrities with hearing loss); "Answers to Common Questions About Assistive Technology"; "Tinnitus, or Head Noises"; "Nerve Deafness and You." Rdg lev: gen. Order pref: phone or mail. Individual requests only. Better Hearing Institute, PO Box 1840, Washington, DC 20013, (800) EAR WELL.

TICK IDENTIFICATION CARD
DEER TICK
WOOD TICK
OFF!
ACTUAL SIZE
INCH SCALE

Lyme Disease. Full-color brochure, "Lyme Disease: what it is ... how it's transmitted ..." produced by Pfizer and Tick Identification Card produced by Off! by S. C. Johnson & Son. Order pref: mail. Limited classroom quantities available. Order through PA Game Commission, Dept. MS, 2001 Elmerton Ave., Harrisburg, PA 17110-9797.

Rape. Series of brochures on sexual violence and abuse, seeking medical attention, male victims of rape, and related topics. Several in Spanish. Rdg lev: med. Order pref: phone. Individual requests only. Deanna Ferraino, Pennsylvania Coalition Against Rape, 910 N. Second St., Harrisburg, PA 17102, (800) 692-7445, x17.

Reye's Syndrome. "Because You Need to Know" brochure on this disease that affects the liver and brain, associated with the use of aspirin. Rdg lev: med. Order pref: call (800) 233-7393. Individual requests only. National Reye's Syndrome Foundation, 426 N. Lewis, Bryan, OH 43506. E-mail: reyessyn@bright.net. URL: www.bright.net/~reyessyn.

Running and Fitness. Extensive series of brochures: "Fitness is a Family Affair," "Run! Your Way to Fitness"; "Water ... the Essential Nutrient"; "You and Your Body Fat"; "AR&FA's Guide to Running and Racing"; "Fitness is ... Feeling Great!"; "Cold Weather Exercise"; "Hot Weather Exercise & You"; "Share the Road" (etiquette for walkers, runners, bicyclists); "Simple Tips for a Safe Workout"; "Running Injuries"; "Target Heart Rate Zone Running." Rdg lev: med. Order pref: SASE with $.55 postage. American Running and Fitness Association, 4405 East West Highway, Suite 405, Bethesda, MD 20814, (800) 776-ARFA, fax (301) 913-9520. E-mail: ARFArun@aol.com.

Sleep. Attractive, colorful brochures: "The Nature of Sleep," "When You Can't Sleep: ABCs of ZZZs," "Sleep and the Traveler," "Wake Up!" (drowsiness while driving), etc. Rdg lev: med. Order pref: mail. Individual requests only. National Sleep Foundation, 1367 Connecticut Ave. NW, Suite 200, Washington, DC 20036.

Stroke. "Reducing Risk and Recognizing Symptoms" brochure explains what a stroke is and how to reduce the risk of its occurring. Rdg lev: med. Order pref: mail. Classroom quantities to 25cc. National Stroke Association, 8480 Orchard Rd., Suite 1000, Englewood, CO 80111-5015, (800) 787-7537, (303) 771-1700, fax (303) 771-1886, TDD (303) 771-1887.

Why Do You Smoke? A short test from the National Cancer Institute to help individuals understand reasons for smoking and the best way to quit. Rdg lev: general (but worth a try for any smoker!). Pub. #533. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

FREEBIES ABLE

College Financing. "Paying for College" (24pp, pub: 1995, pub #589) is a worksheet for estimating college expenses and how to finance them through savings, financial aid, loans, grants, and work-study. "Direct Student Loan Consolidation" (16pp., pub: 1996, pub #509) explains how to consolidate federal student loans into a single Direct Loan Account. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

Life Advice
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About BEING SUED
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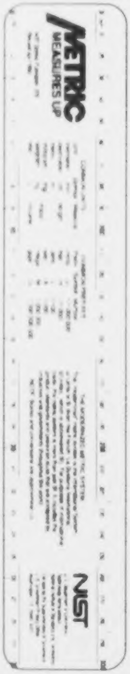
Life Advice. A series of colorful fold-out brochures on personal finance issues, featuring Peanuts comic strip characters. Titles include: "Starting a Small Business," "Running a Small Business," "Losing a Job," "An IRS Audit," "Choosing a Financial Advisor," "Selling a Business," "Being Sued," "Doing Your Taxes" (an especially useful one), "Making a Will," "Bankruptcy," "Establishing a Trust Fund," "Planning Your Estate," "Being an Executor," "Inheritance," "Making Charitable Contributions," and "Life Insurance." Produced by Metropolitan Life Insurance Company. Pub: 1996. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724. Also available directly from MetLife by calling (800) METLIFE (638-5433) or at www.lifeadvice.com.

Metric System. A nifty learning kit, including: "All About Metric" booklet (18pp); "A Brief History of Measurement Systems" (SP304a) brochure/poster; metric conversion wallet card (SP365); Metric Measures Up Ruler (SP376); and "The United States and the Metric System" (LC1136) loose sheets. Order pref: mail, fax, e-mail. Classroom quantities available. They have developed an optional special order form for us, available from AdvancE. Metric Program/ABLE Kit, National Institute of Standards & Technology, Bldg. 820 Room 306, Gaithersburg, MD 20899, (301) 975-3690, fax (301) 948-1416. E-mail: metric_prg@nist.gov.



THE STORY OF
MONEY
FEDERAL RESERVE BANK OF NEW YORK

Money, Banks, Finance. Seven catchy comic books: "A Penny Saved ... Why and How We Save, and How Saving Helps the U.S. Economy"; "Once Upon a Dime" (basic economics, with accompanying free video which we have not previewed); "The Story of Banks"; "The Story of Checks and Electronic Payments"; "The Story of Money";

MATH & MONEY (continued)

"Too Much, Too Little" (origins of the Federal Reserve System); "The Story of Foreign Trade and Exchange"; and "The Story of Monetary Policy." Rdg lev: med. Also, "Understanding the Federal Debt and Deficit" brochure (20pp, pub: 1994, rdg lev: med) and "The Basics of Foreign Trade and Exchange" booklet (48pp, pub: 1993, rdg lev: gen). Order pref: postcard. Classroom quantities up to 35cc per title. In addition, request the "Catalog of Public Information Materials," a long list of other publications, most of which are free, and videos which can be borrowed at no cost. Catherine Merrell, Federal Reserve Bank of New York, Public Information Dept., 33 Liberty St., New York, NY 10045, (212) 720-2892.

RECREATION

Air Travel. "Fly Smart" (2pp, pub: 1994, pub #572) lists 30 things one can do to help make a flight safer. Includes a passenger checklist. "New Horizons for the Air Traveler with a Disability" (33pp, pub: 1995, pub #573) describes accommodations, facilities, and services that are required to be available and accessible. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

Braille Card and Bookmark. For leisure or required reading, why not a "Reading is for Everyone" bookmark in Braille? Also, a card of the entire Braille alphabet. Order pref: mail. Classroom quantities available. National Library for the Blind and Physically Handicapped, The Library of Congress, 1291 Taylor St. NW, Washington, DC 20542, Attn: Reference Section.

Fishing and Boating. Pamphlets on a variety of topics, including trout/bass/muskie/walleye fishing, rivers and lakes, ice fishing, drinking and boating, shad restoration, and boat owning. Free up to 3 copies per order. Also, a number of wall charts and books at low cost. Order pref: request order form. Pennsylvania Fish and Boat Commission, PO Box 67000, Harrisburg, PA 17106-7000.

Gettysburg. Gettysburg information booklet tells the story of the famous Battle of Gettysburg, lists tourist attractions, and includes lots of photos and a tour map. Also includes an offer for a free poster. 64pp. Order pref: mail. Classroom quantities available. Gettysburg Convention & Visitors Bureau, Dept. 703, 35 Carlisle St., Gettysburg, PA 17325-1899.

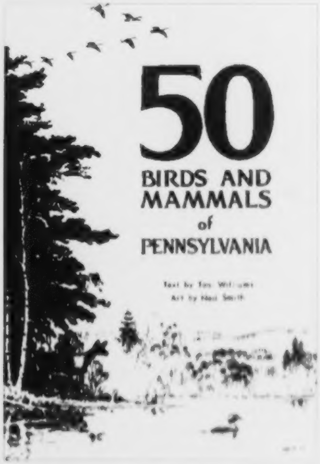
Annemarie Börlind Caring Color Cosmetics
A complete makeup line based on nature

Makeup. Attractive little booklet full of tips and pictures on how to apply makeup. Emphasis on certain products, but good general information. Order pref: mail. Classroom quantities up to 25cc. Borlind of Germany, PO Box 130, New London, NH 03257.

Pennsylvania State Museums. "The Pennsylvania Trail of History" is a guide, with map, to historic sites and museums in this state. Also, free publications catalog is packed with titles on every imaginable aspect of Pennsylvania history, though these are not free. Order pref: mail or phone. Classroom quantities available. Pennsylvania

PENNSYLVANIA
TRAIL OF
HISTORY

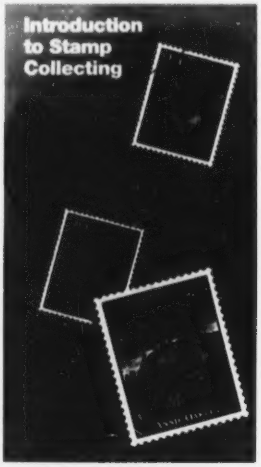
Historical and Museum Commission, PO Box 1026, Harrisburg, PA 17108-1026, (717) 787-9123.



Pennsylvania Wildlife. An array of free publications for those who enjoy hunting or the outdoors. Offerings include Wildlife Notes on a long list of indigenous animals, along with pamphlets on topics including birds and mammals, hunting, deer and bear harvest map, building birdhouses and duck nesting boxes, poison ivy, poisonous plants, venison, and a wildlife crossword puzzle. Rdg lev: varies. Order pref: mail. Single copies are free; classroom quantities may entail a small charge. You might want to see the "Educational Publications & Merchandise" brochure and order form first. Pennsylvania Game Commission, Dept. MS, 2001 Elmerton Ave., Harrisburg, PA 17110-9797.

Phillies Fan Pack. A season schedule, player facts cards, and merchandise catalog for Philadelphia Phillies baseball team. Order pref: SASE. Individual requests only. Phillies Fan Mail, PO Box 7575, Philadelphia, PA 19101.

Shoes. A Study of Shoemaking is kit of educational materials . . . "Shoes from Idea to Packing Room" is a poster showing how shoes are made, step by step. Rdg lev: med. "Shoes of Yesterday" is a fascinating booklet about the history of shoes and shoes of various cultures. Also, a brochure on the history of Buster Brown shoes. Rdg lev: gen (print's a bit small, too). Order pref: mail. Brown Shoe Company, 8300 Maryland Ave., St. Louis, MO 63105.



Stamp Collecting. "Introduction to Stamp Collecting" is a colorful overview of postage stamps including how to begin collecting them; a glossary; and a list of museums, organizations, publications, and other resources, with lots of photos. Pub: 1994. 32pp. Rdg lev: med. Available at local Post Offices. Certain Post Offices are designated as philatelic centers; they can offer more information and services on stamp collecting.

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SCIENCE & ENVIRONMENT

Carbon Monoxide. A checklist of the likely sources of carbon monoxide in the home, to assist in detecting possible "leaks" of this deadly gas. Pub: 1995. 2pp. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

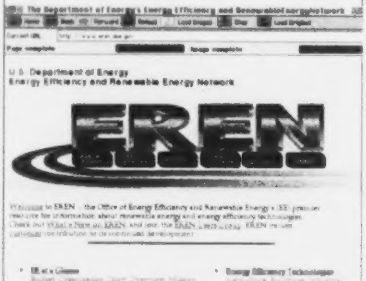
Energy Conservation. Conservation package includes print information on renewable energy, saving energy at home, classroom conservation activities, etc., plus quiz and reading list. Rdg lev: med. Order pref: mail, phone, fax, Internet. Sharron Brown, EREC (Energy Efficiency and Renewable Energy Clearinghouse), PO Box 3048, Merrifield, VA 22116, (800) 363-3732 (9am-7pm EST), fax (703) 893-0400, TDD (800) 273-2957. URL: www.eren.doe.gov; contains links to many related resources.

Litter and the Environment. Keep America Beautiful Month poster with ideas and activities. Also, brochures "Take Care of America," "Tips for Preventing Litter in Your Community," and "What Can You Do?" plus a catalog of other items. Rdg lev: med. Order pref: mail. Individual requests only. Keep America Beautiful, Washington Square, 1010 Washington Blvd., Stamford, CT 06901.

Pennsylvania Wildlife. *See listing under Recreation.*

Recycling Motor Oil. *See listing under Home and Family.*

Water and Watersheds. Two fold-out informational posters, "Wetlands: Vital to Watershed Health" (pub: 1995) and "Watershed Health" (with many excellent household tips; pub: 1993). Rdg lev: med. Also, "Your Hometown Clean Water Tour," a bit childish in approach but adult in content. Rdg lev: low. Order pref: mail. Soil and Water Conservation Society, 7515 N.E. Ankeny Rd., Ankeny, IA 50021-9764.


The Department of Energy's Energy Efficiency and Renewable Energy Network
U.S. Department of Energy
Energy Efficiency and Renewable Energy Network
EREN

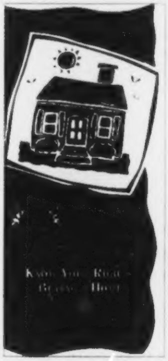
Find lots of energy information at the Web site of the Energy Efficiency and Renewable Energy Clearinghouse. EREN's URL is

www.eren.doe.gov

Why Save Endangered Species?

Why Save Endangered Species? Attractive, illustrated brochure explaining the benefits of natural diversity and how ordinary citizens can help. Produced by the U.S. Department of the Interior and U.S. Fish & Wildlife Service. Pub: 1993. 8pp. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

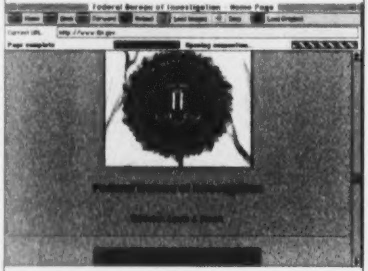
Attorney General Publications. List of current topics includes: consumer protection, buying a home, selling a home, manufactured homes, telephone scams, home heating, credit repair scams, shoplifting, telemarketing fraud, weight loss programs, rent-to-own, bankruptcy, con artists, alcohol abuse, crack abuse, marijuana abuse, drug and alcohol abuse and children, inhalant abuse, school musical instrument buying guide, hate crimes, ethnic intimidation, and more. Rdg lev: gen. Order pref: order form. Classroom quantities up to 25cc. Samples and order form: William Johnston-Walsh, Office of Attorney General, 15th Floor, Strawberry Square, Harrisburg, PA 17120, (717) 772-0907.



TIP:

Use the links on various government Web sites to "surf " and/or search for government information on many other topics.

FBI. "Overview of the Federal Bureau of Investigation" is a 16-page booklet that is currently under revision. Rdg lev: gen. Order pref: postcard or letter. Individual requests or quantities up to 10cc. Much more information on FBI's web site: www.fbi.gov. Federal Bureau of Investigation, Office of Public and Congressional Affairs, Washington, DC 20535.



See the country's most wanted criminals, and much more, at the FBI's Web site:
www.fbi.gov

Medicare Information. "Guide to Health Insurance for People with Medicare" (38pp, pub: 1995, pub #513); "Medicare Covers Mammograms" (5pp., pub: 1995, pub #514); and "Medicare Pays for Flu Shots" (2pp., pub: 1994, pub. #591 are three publications from the Health Care Finance Administration (HCFA) that are available through CIC. "The Medicare Handbook" (30pp, pub: 1996, pub. #116) costs $2.25. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

Social Security Information. "Your Social Security Number" (2pp, pub: 1994, pub. #511); "Request for Earnings and Benefit Estimate Statement" (3pp, pub: 1994, pub. #515); and "Social Security: Understanding the Benefits" (40pp, pub: 1996, pub. #517) are three Social Security Administration publications available through CIC. Completing "Request for Earnings" would make a particularly good classroom activity. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

Workers' Compensation. "Workers' Compensation and the Injured Worker" is a brochure covering the basics of WC regulations in Pennsylvania. Rdg lev: gen. Order pref: none. Bureau of Workers' Compensation, 1171 S. Cameron St., Room 103, Harrisburg, PA 17104-2501, (800) 482-2383.

FREEBIES ·ABLE·

ABLE and ESL Curriculum Guides (2 separate volumes). Annotated bibliographies of resources, plus workplace curricula and exemplary special projects of PDE Bureau of Adult Basic and Literacy Education. Produced by Royce & Royce. Pub: 1994. Order pref: AdvancE, (800) 992-2283.

Adult Education 353 Special Projects: Project Abstracts. PDE Bureau of Adult Basic and Literacy Education. Brief descriptions of all projects funded under Section 353 of the Adult Education Act. Annual editions available up to 1994. Good reference for requesting loan materials. Order pref: AdvancE, (800) 992-2283.

Assessment Instruments. Actual, usable student forms and test administrator's guidelines available for The Official GED Practice Tests (also in Spanish), ETS Tests of Applied Literacy Skills, Basic English Skills Test (ESL), Adult Language Assessment Scale, Tests of Adult Basic Education (TABE), Adult Placement Indicator, Woodcock-Johnson Reading Achievement and Tests of Cognitive Ability, and others. Order pref: AdvancE, (800) 992-2283.

Blind and Dyslexic Students. "Learning Through Listening: An Informational Guide for Educators and Parents of Students with Learning Disabilities," pub: 1995, 40pp. "Learning Through Listening: An Informational Guide for Students with Learning Disabilities," pub: 1995, 20pp. Order pref: phone or fax. Individual requests only. Publications available in alternative format on request. Recording for the Blind & Dyslexic, 20 Roszel Rd., Princeton, NJ 08540, (800) 221-4792, fax 609-987-8116.

Circular
21
Reproduction of Copyrighted Works by Educators and Librarians

Copyright Office Publications. Four items of particular interest to educators: "Reproduction of Copyrighted Works by Educators and Librarians" (Circular 21) details copyright law as applied to classroom use of copyrighted materials. "Have a Question About Copyright Registration?" answers the most frequently asked questions. "What's New Online at the U.S. Copyright Office" lists their announcements, forms, files, and publications available online and by fax. "New Short Forms Now Available" helps determine which form to send for to register a copyright. Order pref: variety. Copyright Office, Library of Congress, Washington, DC 20559-6000, (202) 707-3000, TTY (202) 707-6737. URL: lcweb.loc.gov/copyright, providing lots of information and a link to the Library of Congress.

ERIC Resources. For adult educators, ERIC offers its Digests, Myths and Realties, Keys, Trends and Issues Alerts, and Practice Application Briefs at no charge. These are excellent resources for keeping up-to-date in the field. Order pref: mail or e-mail; SASE requested. May order up to 15 titles at once and material may be duplicated. Start with the list of ERIC No-Cost Resources. Some full-text materials available online. ERIC Clearinghouse on Adult, Career, and Vocational Education, 1900 Kenny Rd., Columbus, OH 43210-1090, (800) 848-4815. E-mail: wagner.6@oas.edu or ericacve@magnus.acs.ohio-state.edu. URL: www.acs.ohio-state.edu/units/education/cete/ericacve/index.html; contains full text of many ERIC publications.

FOCUS

FOCUS Bulletins. Newsletter reviewing exemplary Section 353 projects from Pennsylvania and other states. Order pref: mail or fax for free subscription; back issues through AdvancE, (800) 992-2283. Individual subscription requests only. Sherry Royce, Editor, Focus Publications, 1938 Crooked Oak Dr., Lancaster, PA 17601, fax (717) 560-9903.

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Free Supplies for Schools and Nonprofits. Request a free membership kit about joining NAEIR. For fees ranging from $225 to $595, a qualified 501(c)(3) organization or school will periodically receive catalogs of merchandise donated by American corporations contributing excess inventory. These include office supplies, tools, software, janitorial supplies, sporting goods, toys, arts and crafts materials, books, clothing, furniture, floor and wallcovering, and more. Financial hardship waiver available to qualifying organizations. Membership fee refundable if the value is not doubly recouped in free merchandise. Order pref: phone. NAEIR, 560 McClure St., PO Box 8076, Galesburg, IL 61402-9976, (800) 562-0955.

GED Alumni Stretch & Reach. Tuscarora I.U. 11's project to develop alumni associations throughout Pennsylvania based on their model. Contains lots of practical how-to information. 130pp. Pub: 1988. Order pref: AdvancE, (800) 992-2283.

GED Information. *Information Bulletin on the Tests of General Educational Development* provides an overview of the GED testing program for potential candidates, along with sample questions for each section of tests, test-taking strategies, phone numbers for state administrators, and an order form for taking the Official GED Practice Tests at home. 16pp. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

NCLE Publications. For adult literacy and ESL educators, the National Clearinghouse for ESL Literacy Education offers relevant ERIC Digests and Annotated Bibliographies at no charge. These are excellent resources for keeping up-to-date in the field. Order pref: mail or e-mail. Quantities up to 10ea. Start with publications list. NCLE, Center for Applied Linguistics, 1118 22nd St. NW, Washington, DC 20037. E-mail: ncle@cal.org. URL: www.cal.org/cal/html/ncle.htm.

News for You. Free sample issue of this current-events newspaper written at a low reading level for adult new readers. Also, free catalog of all New Readers Press products. Order pref: phone. Individual requests only. New Readers Press, 1320 Jamesville Ave., Box 131, Syracuse, NY 13210, (800) 448-8878.

OERI Bulletin. Quarterly newsletter of the U.S. Department of Education, Office of Educational Research and Improvement, reports on research and publications at all levels of education. Order pref: mail. OERI Bulletin, Outreach and Customer Services Division, 555 New Jersey Ave. NW, Washington, DC 20208-5570.

PAACE Publications. Join your state professional organization, the Pennsylvania Association for Adult Continuing Education, and receive a free subscription to *PAACE News* and *PAACE Journal of Lifelong Learning*. Order pref: mail. PAACE, PO Box 3796, Harrisburg, PA 17105-3796. E-mail: jylmsl@aol.com.

Parent Education Network. This organization provides parents with specific knowledge concerning state and federal laws and regulations regarding special education and their special-needs children. Free publications include "IEP Guide for Parents," "Your Right to Disagree," "Early Intervention in Pennsylvania: A Guide for Parents," "Transition: Preparation for Adult Living, A Guide for Parents," and a brochure about the organization. Rdg lev: med. Order pref: individual requests preferred; can accommodate up to 5cc per order. Parent Education Network, 333 E. 7th Ave., York, PA 17404, (800) 522-5827 (voice/TDD).

The Pennsylvania ABLE Staff Handbook, 1995 Edition, and Administrators Handbook, 1996 Edition (2 separate volumes). Introduction to a variety of topics relevant to either teachers/tutors/counselors/other staff or administrators of programs funded by the Bureau of Adult Basic and Literacy Education, in articles written by ABLE professionals. Useful for orientation as well as reference. 64pp. each. Request through AdvancE, (800) 992-2283.

Report on Literacy Programs. Free sample issue of "The Biweekly Newsletter on Basic Skills Training and Workplace Literacy." Reports on a variety of topics and issues related to adult literacy programming and instruction. (Annual subscription, 25 issues, is $220.) Order pref: phone or fax. Report on Literacy Programs, 951 Pershing Dr., Silver Spring, MD 20910-4464, (800) 274-6737, fax (301) 589-8493.

Pennsylvania Government Web Sites

The main World Wide Web site for the Commonwealth of Pennsylvania, which includes pages for government, services, a visitors' guide, education, and technology, is:

www.state.pa.us/

Success Stories. Annual compilations of personal stories of the ten Outstanding Students of the Year honored by the Bureau of ABLE each year. Photos and touching tales make these applicable for motivational classroom use as well as public awareness tool. Request through AdvancE, (800) 992-2283.

Teaching Adults Videos. "An Introduction to Teaching Adults" is a video series designed for teachers new to the adult education profession. Although there is a charge for the videos and accompanying print materials, "Introduction to Series" is a free print overview. Other priced materials are also offered through this source. Order pref: none. City School District of Albany, Albany Educational TV, 27 Western Ave., Albany, NY 12203, fax (518) 462-7104.

WHAT'S the Buzz?

What's the Buzz? Pennsylvania's Adult Basic and Literacy Education newsletter. Reports news and trends in this state and elsewhere. Five issues/year. Order pref: mail. Individual subscription requests only. What's the Buzz? Box 214, Troy, PA 16947.

SCAVENGING OTHER SOURCES

Practically every business, organization, and agency offers some sort of print material to the general public. Many make excellent real-life curriculum materials for ABLE, and the sources are usually happy to provide multiple copies for educational purposes. You'll find many brochures and forms on display racks, yours for the taking. If not, ask for what you need—but beware of high reading levels on some materials.

Here is a starter list of what to find where.

Auto Club

- car child-safety brochures
- maps (free to club members)
- travel brochures

Bank

- checking account applications
- deposit slips
- loan applications
- sample bank statements
- sample checks and registers
- savings account applications

County Courthouse (or other municipal offices)

- application for copy of birth record
- hunting and fishing applications
- recycling information
- voter registration form

County Extension Service

- budget form
- gardening information
- home economics information

Department of Public Welfare Office

- benefit application
- food stamps application

Employers

- employment applications
- paycheck stubs

Health Agencies

- informational brochures

Home (yours or students')

- books
- cookbooks
- games
- greeting cards
- "junk mail"
- magazines
- product containers/labels
- product instructions
- rulers, measuring cups, food scales
- sewing patterns
- telephone directories
- tools
- warranties

Hotels, Motels, Visitors Bureau, Chamber of Commerce, Travel Agencies

- promotional materials
- tourist maps
- travel brochures on local points of interest

Insurance Agencies

- brochures on various types of insurance
- insurance applications

Internal Revenue Service

- filing requirements
- tax forms
- withholding exemption certificates

Library

- activity bulletins
- business information
- family literacy information
- library card applications

Magazines

- advertisements
- articles
- subscription cards

Make-It-Yourself

- flashcards
- games: word bingo, crosswords, word searches, anagrams, lotto, matching card games, math tic-tac-toe
- signs, street signs
- worksheets to go with specific materials

Medical Offices, Hospitals, Pharmacies

- appointment cards
- child safety pamphlets
- health information pamphlets
- home emergency charts
- insurance forms
- "Mr. Yuk" and other poison-control stickers
- patient data forms
- prescription information

Newspapers

- advertisements (esp. grocery ads for math activities)
- advice columns (students write the answers)
- calendars of events
- comics

SCAVENGING OTHER SOURCES (continued)

employment want-ads (as starter for writing letters and resumes)
entertainment ads
horoscope
news articles and op-ed pages
obituaries (then write their own)
other classified sections
special supplications (often available free in quantity to schools after initial run)
sports pages
TV listings
weather maps

PennDOT (Department of Transportation)
(Automated information line: (800) 932-4600 in PA)
automobile registration form
change of care title form
driver's license application
driver's manual (includes road signs)

Police Department
child ID cards
crime prevention brochures
Neighborhood Watch information

Post Office
change-of-address forms
passport applications
stamp collecting materials
stamps-by-mail forms

Public Transportation Stations
bus/train schedules
information on ticket purchase plans
travel brochures

Schools
athletic schedules
events fliers
parent handbook
parenting information
PTA information

Social Security Office
application for a Social Security number
benefits applications
general information brochures

State Job Center
Unemployment Compensation application
withholding exemption application
various job applications

Stores/Shops
catalogs
credit applications
mall map
order forms
plant tips (@garden centers)
product literature
promotional items: calendars (in Dec.), yardsticks (hardware store), keychains, datebooks, magnets, etc.
recipes
sales receipts and slips
sales tax charts
top 40 song lists

Telephone Company
phone/address booklets
telephone directories

Utility Companies
consumer brochures
sample utility bills
usage guidelines

Other Freebies Catalogs

Free (and Almost Free) Things for Teachers, by Susan Osborn. 1993. The Putnam Publishing Group, 200 Madison Ave., New York, NY 10016. (New editions are released periodically.)

Absolutely Free! by Dawn Hardy. 1995. Prima Publishing, PO Box 1260BK, Rocklin, CA 95677, (916) 632-4400.

Free Stuff for Kids. Annual editions. Meadowbrook Press, 18318 Minnetonka Blvd., Deephaven, MN 55391. Available through Scholastic.

Many of the items listed in the above books require sending up to $1 with orders.

We also reviewed three books listing "free stuff on the Internet." In testing some of the addresses, we found many of them defunct, even though the books had 1995 copyrights. Further, most of the "free stuff" was free information, not free things. Check at a bookstore to see if any of the available books meet your needs.

Many useful materials are most accessible through the local offices of state or national organizations and agencies. Some may also provide free speakers for your program. Here is a partial list of such offices. Space is provided to jot down their local phone numbers.

AIDS Organization (name varies)

American Cancer Society

American Lung Association

American Red Cross

Community Action Agency

Consumer Protection

Cystic Fibrosis Foundation

Diabetes Foundation

Drug and Alcohol Program

Drug and Alcohol Program

Easter Seals

Internal Revenue Service

Kidney Foundation

March of Dimes

Mental Health/Mental Retardation

Multiple Sclerosis Society

Muscular Distrophy Association

National Kidney Foundation

Planned Parenthood

PTA/PTO

Rape Crisis Center (name varies)

SCORE (Service Corps of Retired Executives—business counseling)

Social Security Administration

Spina Bifida Association

State Police

United Way

Urban League

Veterans Administration

Volunteers in Aid of Sickle Cell Anemia

Well Baby Program

WIC Program (Women, Infants & Children food supplements)

Other:

RESOURCES FROM YOUR SLRCs & PDCs

Your State Literacy Resource Centers (SLRCs) and regional Professional Development Centers (PDCs) are well stocked with professional and curriculum materials. They exist for your benefit!

SLRCs:

AdvancE
PDE Resource Center
333 Market St., 11th Fl.
Harrisburg, PA 17126-0333
Cheryl Harmon, Resource Spec.
Phone: (800) 992-2283 in PA, (717) 783-9192
Fax: (717) 783-5420
E-mail: harmon@shrsys.hslc.org

Western PA Adult Literacy Resource Center (WPALRC)
5347 William Flynn Hwy. Rt 8
Gibsonia, PA 15044-9644
Christine Kemp, Resource Spec.
Phone: (800) 446-5607, ext. 216
in PA: (412) 961-0294, ext. 216
Fax: (412) 443-1310
E-mail: wpalrc@pgh.nauticom.net

PDCs:

Northwest PDC
Armstrong, Beaver, Butler, Cameron, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren
Richard Gacka, Director
Bootsie Barbour, Coordinator
Regina Rastatter, Staff Assistant
Northwest Tri-County IU #5
670 W. 36th St.
Erie, PA 16508-2645
Phone: (814) 866-3775 ext. 223
Fax: (814) 866-5045
E-mail: NorthWPDC@AOL.com, bootsie@iu05trc.trinet.k12.pa.us, rich_gacka@smtp.trinet.k12

Central-Northeast PDC
Bradford, Carbon, Centre, Clearfield, Clinton, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Montour, Northumberland, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming
Edith A. Gordon, Director
Gail Leightley, Coordinator
Donna King, Staff Assistant
Central Intermediate Unit #10
Development Center for Adults
Centre Co. Vo-Tech School
Pleasant Gap, PA 16823
Phone: (814) 359-3069
Fax: (814) 359-2344
E-mail: CNEPDC@aol.com

Southwest PDC
Allegheny, Cambria, Fayette, Greene, Somerset, Washington, Westmoreland
Donald Block, Director
Karen Mundie, Supervisor
Rachel Zilcosky, Coordinator
Sue Snider, Coordinator
Greater Pittsburgh Literacy Council
100 Sheridan Square, 4th Floor
Pittsburgh, PA 15206
Phone: (412) 661-READ
Fax: (412) 661-3040
E-mail: SWPDC2@aol.com

South-Central PDC
Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, York
Carol Molek, Director
Brian Frey, Technical Coordinator
Paula Smith, Training Coordinator
TIU Adult Ed. & Job Training Center
MCIDC Plaza, Building 58
6395 SR 103 North
Lewistown, PA 17044
Phone: (717) 248-4942
Fax: (717) 248-8610
E-mail: sepdc@pennet.net, SCPDC@aol.com

Southeast PDC
Berks, Bucks, Chester, Delaware, Lancaster, Lebanon, Lehigh, Montgomery, Northampton
David P. Karl, Director
Sandra Strunk, Coordinator
Jaclyn Fowler-Frey, Staff Developer
Lancaster-Lebanon I.U. 13
1 Cumberland St.
Lebanon, PA 17042
Phone: (717) 270-2935, 270-2936
Fax: (717) 270-2943
E-mail: SEPDC1@aol.com

Philadelphia PDC
Philadelphia
Rose Brandt, Director
Diane Inverso, Coordinator
Mayor's Commission on Literacy
1500 Walnut St., 18th Floor
Philadelphia, PA 19102
Phone: (215) 685-6602
Fax: (215) 685-6620
E-mail: PHLPDC@aol.com, mcol@philadelphia.libertynet.org

BUREAU OF
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PENNSYLVANIA
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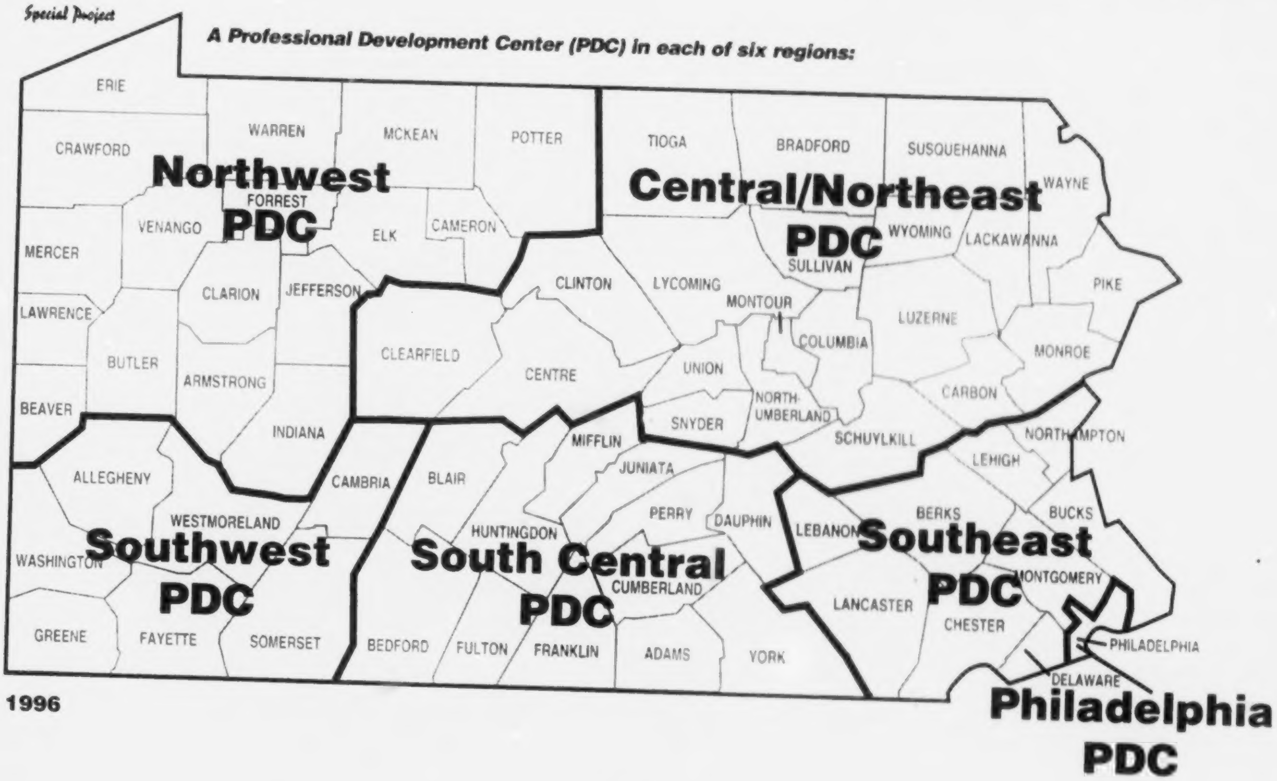
EDUCATION
Special Project

Pennsylvania Professional Development System

A Professional Development Center (PDC) in each of six regions:


ERIE
CRAWFORD
WARREN
MCKEAN
POTTER
TIOGA
BRADFORD
SUSQUEHANNA
WAYNE
Northwest PDC
FORREST
VENANGO
MERCER
ELK
CAMERON
Central/Northeast PDC
WYOMING
LACKAWANNA
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CLARION
JEFFERSON
CLINTON
LYCOMING
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LAWRENCE
LUZERNE
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BUTLER
CLEARFIELD
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UNION
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JUNIATA
BUCKS
BERKS
WESTMORELAND
PERRY
DAUPHIN
LEBANON
HUNTINGDON
Southeast PDC
WASHINGTON
Southwest PDC
South Central PDC
MONTGOMERY
CUMBERLAND
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DELAWARE
Philadelphia PDC

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THE Provider DIRECTORY

Adult Basic & Literacy Education Services in Pennsylvania

1996-97

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Adult Basic & Literacy Education Services in Pennsylvania

1996-97

COMMONWEALTH OF PENNSYLVANIA
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Office of Postsecondary and Higher Education
Michael B. Poliakoff, *Deputy Secretary*

Bureau of Adult Basic and Literacy Education (ABLE)
Cheryl Keenan, *Director*

Project AXIS - Lancaster-Lebanon Intermediate Unit 13
Tana Reiff, *Coordinator*

This book is a result of a project developed by Project AXIS, Lancaster-Lebanon Intermediate Unit 13, under support from the U.S. Department of Education through the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education; however, the opinions expressed herein do not necesarily reflect the positions or policies of the U.S. Department of Education, the Pennsylvania Department of Education, or Lancaster-Lebanon Intermediate Unit 13, and no official endorsement should be inferred.

The Provider Directory
Adult Basic and Literacy Education Services in Pennsylvania
1996-97

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1996-97
Tana Reiff, Project Coordinator/Editor

Copies of this book, while supplies last, are available from:

AdvancE State Literacy Resource Center
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
(800) 992-2283 in Pennsylvania
(717) 783-9192 from outside PA
Fax: (717) 783-5420

Western Pa. Adult Literacy Resource Center
5347 William Flynn Hwy. Rt. 8
Gibsonia, PA 15044-9644
(800) 446-5607, ext. 216 in Pennsylvania
(412) 961-0294, ext. 216, from outside PA
Fax: (412) 443-1310

Listings are as accurate as possible, at press time, based on information provided.
We regret any inconvenience caused by inadvertent errors.

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Providers of Adult Basic and Literacy Education Services in Pennsylvania

The following agencies have received state and/or federal grants administered through the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, for the 1996-97 program year.

Abington Free Library Adult Literacy
1030 Old York Road
Abington, PA 19001
Contact: Marlyn Cohen
ABE Program Director
Phone: 215-885-5183
Fax: 215-885-9242
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
No. of students: 145
No. of paid staff: 2
No. of volunteer staff: 157
Availability: Day classes. Evening classes. Community based.
Counties served: Montgomery, Philadelphia, Bucks
Description of sites: Abington Free Library (one-on-one), Rydal Park Retirement Community (classes)
Program description: An adult literacy program for adults 17 and older in need of reading, writing, math, spelling, and English language for foreign-born students. One-on-one tutoring and classes for writing, ESL, book discussion, family literacy, and math. Pre-GED help is available.

Adult Literacy Center of the Lehigh Valley
801 Hamilton Mall Suite 201
Allentown, PA 18101
Contact: Dr. Linda V. McCrossan
Executive Director
Phone: 610-435-0680
Fax: 610-435-5134
E-mail address: lvmc@ptd.net
Services: Literacy, ABE, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish, French
Other services: Referral to other educational, training programs, outreach to workplaces, welfare, school system.
No. of students: 650
No. of paid staff: 15
No. of volunteer staff: 100
Availability: Day classes. Evening classes. Community based.
Counties served: Lehigh, Northampton
Description of sites: Community learning sites, businesses, libraries, schools, churches.
Program description: A community-based literacy organization begun in 1977. The Center's programs are the first step to other educational and training programs and jobs in our community. Our students are non-English speaking and English speaking students who need to improve their reading, math, and English skills. Yearly approximately 20% of students are taught individually by trained volunteer tutors. Collaborating with school districts, the Center works with increasing the literacy and English skills of parents.

Adult Literacy Lawrence Co.
207 E. North Street
New Castle, PA 16101
Contact: Marcia Anderson
Director
Phone: 412-654-1500
Fax: 412-658-0912
E-mail address: HLXV69B@Prodigy.Com
Services: Literacy, ABE, GED, ESL
Languages spoken by staff: Spanish, French
Other services: Computer literacy
No. of students: 125
No. of paid staff: 2.5
No. of volunteer staff: 75
Availability: Community based.
Counties served: Lawrence
Description of sites: Sites vary, but the majority of tutoring takes place in the public libraries within the county.
Program description: Learners reading at or below the fifth-grade level are matched with volunteer tutors. ESL learners are matched with tutors who meet at mutually convenient times and places. Every attempt is made to aid adult learners as they attempt to change life circumstances, thus every effort is made to secure tutors relating to learners' needs. GED tutoring is offered if learners are unable to attend existing classes. Family Reading Workshops are offered to parents of pre-schoolers, primarily through local Head Start.

Alle-Kiski Literacy Council

935 4th Ave.
New Kensington, PA 15068

Contact: Mary J. Jendrey
ABE Program Director
Phone: 412-335-0707
Fax: 412-335-6892
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Other services: Job readiness, daily living skills, career development.
No. of students: 230
No. of paid staff: 5
No. of volunteer staff: 35
Availability: Day classes. Evening classes. Community based.
Counties served: Westmoreland, Allegheny, Armstrong, Butler
Description of sites: Learning Center, institution, one-on-one tutoring in various places such as libraries, churches, and businesses.
Program description: The Alle-Kiski Literacy Council is a non-profit educational facility. We offer quality education in areas of basic literacy, GED preparation, ESL, family literacy, daily living skills, and job readiness to adults 17 years and older who reside in the Alle-Kiski Valley. We also provide these services to local minimum security prisons and group homes. We provide service through use of professional staff and trained volunteers.

Allegheny I.U. 3, Allegheny County Center for English as a Second Language

1401 Forbes Ave., Room 225
Pittsburgh, PA 15219

Contact: Alina Hudson
ABE/ESL Program Director
Phone: 412-281-4494
Fax: 412-281-7939
Services: Literacy, ABE, ESL
Languages spoken by staff: Spanish, Hebrew, Italian, French, Chinese
No. of students: 1,500
No. of paid staff: 20
No. of volunteer staff: 25
Availability: Evening classes. Community based. School based.
Counties served: Allegheny
Description of sites: Adult Learning Center, high schools, libraries, churches—classrooms and private tutoring sessions.
Program description: Program seeks to help any non-English-speaking person, refugee, foreign student, temporary visitor, or employee or spouses of foreign employees to learn American English. Program enrolls approximately 1,500 students from 50 different countries each year. Instruction focuses on teaching daily living skills. Students who complete the required number of hours receive a Certificate of Achievement at the end of the school year. Open-entry program with continuous registration running from September to May.

Allentown Area School District

31 S. Penn St.
Allentown, PA 18105

Contact: Richard Parks
ABE Program Director
Phone: 610-820-2205
Fax: 610-820-2228

Altoona Area Public Library / Blair County Literacy Council

1600 5th Avenue
Altoona, PA 16602

Contact: Carole Holes
ABE Program Director
Phone: 814-946-1544
Fax: 814-946-3230
Services: Literacy, ABE, GED, ESL, Family Literacy
Other services: One-on-one tutoring to adults who are institutionalized.
No. of students: 120
No. of paid staff: 2
No. of volunteer staff: 115
Availability: Day classes. Evening classes. Community based.
Counties served: Blair, Northern Cambria
Description of sites: Public libraries, churches, community rooms, Head Start, drug and alcohol rehabilitation, Blair County prison.
Program description: Program assists adults who lack basic reading, writing, or English conversation, reading, and writing skills. Basic literacy skills are provided to adults in the 0-8 range, including ESL. Students level 9-12 receive a tutor. Adult learners are matched with a trained tutor and work in a one-on-one teaching situation. The council also works to increase public awareness of literacy and to improve collaboration among providers of adult educational services.

Altoona Area School District

1415 6th Avenue
Altoona, PA 16602

Contact:	Jerry Valeri Director Federal Projects
Phone:	814-946-8366
Fax:	814-946-8489
E-mail address:	jvaleri@altoona.k12.pa.us
Services:	Literacy, ABE, GED, ESL, Family Literacy
Other services:	JTPA job readiness, JTPA employability assessment
No. of students:	900
No. of paid staff:	34
No. of volunteer staff:	80
Availability:	Day classes. Evening classes. Community based. School based.
Counties served:	Blair, Cambria, Bedford, Clearfield, Huntingdon
Description of sites:	Schools, family centers, and Head Start centers
Program description:	Provides basic literacy and employability classes.

Appalachian Youth Service

115 S. Marion Street, Suite A
Ebensburg, PA 15931

Contact:	Patrick J. Boland Coordinator
Phone:	814-472-7874
Fax:	814-472-7920
Services:	Literacy, ABE, GED
Other services:	Job readiness training
No. of students:	40
No. of paid staff:	3
No. of volunteer staff:	3
Availability:	Day classes. Community based.
Counties served:	Cambria
Description of sites:	Adult learning centers, group instruction and one-on-one tutoring.
Program description:	Daytime classes in two locations in Cambria County. Provides ABE and GED instruction. One-on-one tutoring available. Three hours per week minimum attendance requirement.

Guide to Services Provided:
Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Ardmore Library

108 Ardmore Ave.
Ardmore, PA 19003

Contact:	Peggy Newman ABE Program Director
Phone:	610-642-5187
Fax:	610-649-2618
Services:	GED
No. of students:	20
No. of paid staff:	1
No. of volunteer staff:	4
Availability:	Evening classes. Community based.
Counties served:	Montgomery, Delaware. Philadelphia
Program description:	Ardmore Library offers a free GED preparation class once a year. The class usually starts the first Tuesday after Martin Luther King, Jr. holiday. Ardmore Library also refers adults to other literacy agencies.

ARIN Intermediate Unit 28

Rt. 422E. P.O. Box 175
Shelocta, PA 15774

Contact:	Susan A. Hanson ABE Program Director
Phone:	412-463-5300
Fax:	412-463-5315
E-mail address:	hanson@iu28.arin.k12.pa.us
Services:	Literacy, ABE, GED, ESL, Workplace, Family Literacy
Other services:	Educational testing for community-based and governmental agencies. Contracted educational services to private industry councils. Even Start family literacy.
No. of students:	500
No. of paid staff:	19
Availability:	Day classes. Evening classes. School based.
Counties served:	Armstrong, Indiana
Description of sites:	ABE and GED classes are offered at Adult Learning Centers and in outlying communities, one-on-one tutoring in community sites. Vocationally-oriented classes in a Learning Lab.
Program description:	ARIN offers comprehensive Adult Education Services to all individuals who request those services. ABE/GED classes are also taught in county jails, community vocational agencies, and residential facilities. ARIN actively seeks opportunities to expand educational services through contacts with local, state, and federal community-based and government agencies.

Asian Social Social Service

1719 Morris St.
Philadelphia, PA 19145
Contact: Rev. Joseph Dinh Cong Huyn
ABE Program Director
Phone: 215-334-2312

Bayard Taylor Memorial Library

216 E. State St., P.O. Box 730
Kennett Square, PA 19348
Contact: Susan Calio
Coordinator
Phone: 610-444-9118
Fax: 610-444-1752
E-mail address: apeters@chester-county.lib.pa.us
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish
No. of students: 140
No. of paid staff: 2
No. of volunteer staff: 150
Availability: Day classes. Evening classes. Community based.
Counties served: Chester
Description of sites: One-on-one tutoring at community facilities.
Program description: The Adult Literacy Program offers free one-on-one instruction in literacy skills and ESL to adults in southern Chester County. Trained volunteer tutors address the learning needs and goals of individuals and schedule tutoring at convenient times and locations. Adults may enter the program at any time.

Beaver County Area Labor-Management Committee

400 9th St., Suite A
Conway, PA 15027
Contact: Alex Garcia
Executive Director
Phone: 412-869-7890
Fax: 412-869-7894
E-mail address: BCALMC.CCIA.COM
Services: ABE, GED, Family Literacy
Languages spoken by staff: Polish, basic Sign Language
Other services: Project New Start (job placement), Employee Assistance Program (EAP), Institute for Career Development (ICD)
No. of students: 180
No. of paid staff: 6
No. of volunteer staff: 20
Availability: Day classes. Evening classes. Community based.
Counties served: Beaver
Description of sites: Union halls, Job Center, private industry, public schools, churches, and public housing community centers.
Program description: BCALMC's educational services is a group of adult-literacy professionals who work locally to help the unemployed and underemployed improve their skills. Our main purpose is to provide training and counseling designed to prepare adults for the GED and beyond to higher educational levels. We also work with families to acquire lifelong learning habits to arrest the cycle of intergenerational literacy.

Beaver County Community College

One Campus Drive
Monaca, PA 15061
Contact: Kim Tonio
ABE Program Director
Phone: 412-775-8561
Fax: 412-775-4055
Services: ABE, GED
No. of students: 60
Availability: Evening classes. School based.
Counties served: Beaver, Lawrence
Description of sites: College Learning Center
Program description: The Community College of Beaver County provides both ABE and GED tutoring services. This is a direct tutoring service to all students who want to achieve their goal of earning a GED. Students work/study twice a week in the evening with professional tutors. Pre- and post-tests are given to determine the amount of progress that each student makes. Detailed records are kept and individual education plans are created for each student.

Beaver Valley Intermediate Unit

225 Center Grange Road
Aliquippa, PA 15001
Contact: Edward E. Perrott
ABE Program Director
Phone: 412-774-7800
Fax: 412-774-4751
No. of students: 15
No. of paid staff: 4
Counties served: Beaver
Description of sites: All classes are taught in the Beaver County jail.
Program description: Primary function is to have inmates have access to an education program that helps them become educationally and economically better to lead

	productive, independent lives. Target groups are educationally disadvantaged adults, adults with less than an 8th-grade education, adults without a high school diploma, unemployed, and minorities.

Bensalem School District
3000 Donallen Drive
Bensalem, PA 19020

Contact:	Charles R. Vortreflich ABE Program Director
Phone:	215-244-2923
Fax:	215-245-4875
Services:	ABE, GED, ESL
Languages spoken by staff:	Spanish
No. of students:	135
No. of paid staff:	10
Availability:	Day classes. Evening classes. School based.
Counties served:	Bucks
Description of sites:	High school classrooms, community education center
Program description:	Provide ABE, GED, and ESL classes to needy individuals who wish to enhance their English, math, or communication skills. Also prepare students for the GED exams.

Bethlehem Area School District
1516 Sycamore Street
Bethlehem, PA 18017

Contact:	Iris M. Cintron ABE Program Director
Phone:	610-861-0500
Fax:	610-861-8107
Services:	ABE, GED, ESL
Languages spoken by staff:	Spanish
No. of students:	65
No. of paid staff:	7
Availability:	Evening classes. Community based. School based.
Counties served:	Northampton, Lehigh
Description of sites:	Liberty High School and the Welcome Place Community Center
Program description:	The two ABE classes are classroom-based and are conducted two days per week at one site. We project 15 persons per class and they cover basic skills in reading, writing, math, and ESL. The GED classes are classroom-based and conducted at two different locations. Class size is projected at 20 persons per site. The community site is an ESL/GED class. The other two are held in the high school and are traditional GED classes.

Bidwell Training Center
1815 Metropolitan Street
Pittsburgh, PA 15233

Contact:	Valerie Njie ABE Program Director
Phone:	412-323-4000
Fax:	412-321-2120
E-mail address:	PITBID@AOL.COM
Services:	Literacy, ABE, GED
Other services:	Vocational training center
No. of students:	250
No. of paid staff:	8
No. of volunteer staff:	6
Availability:	Day classes. Community based.
Counties served:	Allegheny, Beaver, Butler
Description of sites:	Adult vocational training center and Comprehensive Adult Learning center
Program description:	Program provides literacy and ABE services in the form of reading, writing, math and English instruction. Courses are geared to increase the educationally disadvantaged adult's ability to reach personal, academic, and employment goals needed to function as a productive member of society. Classes are offered in a modern, spacious high-tech vocational training/arts facility.

Bradford Area School District
50 Congress Street
Bradford, PA 16701

Contact:	David Sapala Principal
Phone:	814-362-3845
Fax:	814-362-1765
Services:	ABE, GED
No. of students:	39
No. of paid staff:	8
Availability:	Evening classes. School based.
Counties served:	McKean
Description of sites:	Comprehensive Adult Learning Center - local senior high school.
Program description:	Encompassing a population area of approximately 15,000, our program seeks to provide the necessary skills for individuals in math and language arts. For those with minimum skills our ABE program meets for nine months (Sept.-May) to focus on academic advancement and life skills. The GED program involves instruction in the areas required to obtain a diploma. The overall goal is for all to attain a GED and become a productive member of the workforce in our community.

Bradford County Action, Inc.
500 William Street
Towanda, PA 18848
Contact: Penne Watkins
ABE Program Director
Phone: 717-265-4434
Fax: 717-265-4136
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish
Other services: Employment and training for youth and adult, dislocated worker services, SPOC.
No. of students: 120
No. of paid staff: 17
Availability: Day classes. Evening classes. Community based.
Counties served: Bradford
Description of sites: Comprehensive Adult Learning Center, local school districts, workplace sites.
Program description: Bradford County Action, Inc. provides on-site and community based classes to residents of Bradford County over the age of 15. Classes available include ABE, GED, ESL, and literacy. We also provide worksite based ABE and GED level classes.

Bradford County AVTS / Northern Tier Career Center
RR 1 Box 157A
Towanda, PA 18848
Contact: Walter A. Becker
Director
Phone: 717-265-8111
Fax: 717-265-3002
Services: ABE, GED
No. of students: 65
Availability: Evening classes.
Counties served: Bradford
Description of sites: High school, Northern Tier Career Center, Bradford County Jail
Program description: ABE, GED programs

Bradford County Library
RR 3, Box 320
Troy, PA 16947
Contact: Sherry Spencer
ABE Program Director
Phone: 717-297-3375
Fax: 717-297-4197
E-mail address: bwclit@epix.net
Services: Literacy, ABE, ESL, Family Literacy
Languages spoken by staff: Spanish
Other services: Training volunteer tutors in 12-hour workshops held three or four times a year in various communities.
No. of students: 120
No. of paid staff: 4
No. of volunteer staff: 130
Availability: Day classes. Evening classes. Community based.
Counties served: Bradford, Wyoming
Description of sites: The Bradford-Wyoming County Literacy Program is headquartered at the Bradford County Library and maintains a satellite office at the Wyoming County Courthouse in Tunkhannock.
Program description: Program trains volunteer tutors and provides one-on-one tutoring in basic reading, writing, math, and ESL for adults and teenagers. Tutoring takes place at public libraries, churches, schools, and businesses at times convenient for both the learner and tutor. Learners and tutors recieve support from program staff through phone calls and bimonthly newsletter.

Bridge School *See Therapeutic Center at Fox Chase*

Bristol Township School District
6401 Mill Creek Road
Levittown, PA 19057
Contact: Anthony Scarpiello
ABE Program Director
Phone: 215-547-3002
Fax: 215-547-4802
Services: ABE, GED, ESL
Languages spoken by staff: Spanish
No. of students: 125
No. of paid staff: 8
Availability: Evening classes. School based.
Counties served: Bucks County
Description of sites: ABE/GED/ESL evening classes conducted at Neil A. Armstrong Middle School in Fairless Hills, PA.
Program description: Conduct two GED classes, two ESL classes and one ABE class on Monday and Wednesday evenings from 7 PM to 10 PM.

Bucks County Intermediate Unit 22
705 Shady Retreat Road
Doylestown, PA 18901
Contact: Beverly Carey
ABE Program Administrator
Phone: 215-348-2940
Fax: 215-348-8315
E-mail address: bcarey@bucksnet.bciu.K12.pa.us

Services: ABE
No. of students: 60
No. of paid staff: 12
Availability: Evening classes. School based.
Counties served: Bucks
Description of sites: Bucks County Correctional Facility and Community Correction Centers
Program description: The mission of the Adult Basic Education Program at the BCCF and Community Correction Centers is to aid in the rehabilitation of the inmates by increasing literacy through the teaching of functional competencies in English, math, and life skills so that the clients can meet and cope with their adult responsibilities when returned to their communities.

Bucks County Volunteers in Teaching Alternatives
8 E. Court Street
Doylestown, PA 18901
Contact: Linda Wolfson
Literacy Coordinator
Phone: 215-345-8322
Fax: 215-345-8675
E-mail address: LEWOLFSON@aol.com
Services: Literacy, GED, ESL, Workplace, Family Literacy
No. of students: 400
No. of paid staff: 6
No. of volunteer staff: 300
Community based: on
Counties served: Bucks
Description of sites: One-on-one tutoring takes place in semi-public places like churches, libraries and other places convenient to both the student and the tutor.
Program description: Mission is to provide free, individualized, accessible literacy and decision- making instruction in skills such as reading, writing, math, and problem solving to adults in Bucks County. Tutors are trained to understand the dynamics of adult learners; most literacy tutoring is delivered through one-on-one instruction.

Bureau of Corrections
333 Market Street, 12th Floor
Harrisburg, PA 17126
Contact: William D. Mader
Director
Phone: 717-783-9224
Fax: 717-783-4305
Services: Literacy, ABE, GED, ESL
Languages spoken by staff: Spanish, Vietnamese
No. of students: 1,725
No. of paid staff: 250+
Availability: Day classes. Evening classes.
Description of sites: Statewide programming instate institutions.
Program description: Correction education and training program providing educational services for offenders incarcerated in state correctional services.

Butler County Community College, Adult Literacy Program
Box 1203, College Drive
Butler, PA 16003
Contact: Ana Kladny
ABE Program Director
Phone: 412-287-8711
Fax: 412-287-3290
Services: Literacy, ABE, GED, ESL
Languages spoken by staff: Spanish
No. of students: 150
No. of paid staff: 5
No. of volunteer staff: 60
Availability: Day classes. Evening classes. School based.
Counties served: Butler
Description of sites: College classrooms, library classrooms, one-on-one tutoring in public libraries
Program description: The Adult Literacy Program's mission is to ensure that adults in Butler County have basic reading, writing, and math skills so that they may reach their potential and become productive members of their community. The program offers one-on-one tutoring, ESL tutoring, and reading/writing/math small-group instruction. Services are free.

Capital Area Intermediate Unit 15 *See also:*
Cumberland County Prison
Dauphin County Prison
Harrisburg State Hospital
55 Miller St., Box 489
Summerdale, PA 17093
Contact: Michele Shuler
ABE Program Director
Phone: 717-732-8400

Guide to Services Provided:
Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Carbon County Area Vocational Technical School

150 W 13th St.
Jim Thorpe, PA 18229

Contact: Grace Dunn
Coordinator
Phone: 717-325-4140
Fax: 717-325-7806
E-mail address: GDUNN@postoffice.pdt.net
Services: ABE, GED
No. of students: 90
No. of paid staff: 4
Availability: Day classes. Evening classes. School based.
Counties served: Carbon
Description of sites: Adult Education Center and high school classrooms
Program description: 3 classroom GED instruction sites: Palmerton Jr. High, Lehighton Middle School, and Carbon Vo-Tech (6 to 9 p.m.-Tuesdays and Thursdays)

12 hours per week ABE instructionat Carbon County Correctional Facility

3 days per week (9-3 p.m.) for JTPA eligibles covering ABE and GED instruction

Carbon County Volunteers for Literacy

44 Susquehanna Street
Jim Thorpe, PA 18229

Contact: Virginia W. Smith
Program Coordinator
Phone: 717-325-2260
Fax: 717-325-8547
Services: Literacy, ESL
No. of students: 60
No. of paid staff: 2
No. of volunteer staff: 60
Community based: on
Counties served: Carbon
Description of sites: Churches, schools, libraries, and homes.
Program description: The C.C.V.L. is a private, non-profit community-based organization that has as its mission free one-on-one tutoring for educationally disadvantaged adults (17 years of age and older). Instructional materials designed to fit the individual student's need are provided to the volunteer tutor, who meets with the student a minimum of 2 hours per week. Tutors complete a 15-hour training course that is also free. Instruction is given in reading, spelling, writing, math, English, and ESL.

Carlisle Area OIC, Inc.

29 S. Hanover St.
Carlisle, PA 17013

Contact: Claudia Morton
ABE Program Director
Phone: 717-243-6040
Fax: 717-243-6030
Services: Literacy, ABE, GED, ESL, Workplace
Languages spoken by staff: Polish
Other services: Counseling, assessment, skills training, life skills, job readiness, and placement assistance.
No. of students: 70
No. of paid staff: 12
No. of volunteer staff: 34
Availability: Day classes. Evening classes. Community based.
Counties served: Cumberland, Perry
Description of sites: Handicapped accessible, downtown Carlisle on public transportation route.
Program description: One-on-one adult literacy, open entry, open exit. Computer-assisted learning. New state-of-the-art computer center for vocational skills training.

Carlisle Area School District

623 West Penn Street
Carlisle, PA 17013

Contact: Adult Education Director
ABE Program Director
Phone: 717-240-6872
Fax: 717-240-6757
Services: ABE, GED, ESL
No. of students: 240
No. of paid staff: 5
Availability: Day classes. Evening classes. School based.
Counties served: Cumberland, Adams, Perry

Carlow College, Office of Community Education

3333 5th Avenue
Pittsburgh, PA 15213

Contact: Patricia Scott
ABE Program Director
Phone: 412-578-6653
Fax: 412-578-6498
Services: ABE, GED
No. of students: 105
No. of paid staff: 2
No. of volunteer staff: 4
Availability: Day classes. Evening classes. School based.
Counties served: Allegheny
Description of sites: Classroom, one-on-one tutoring in schools, churches, and library.

Program description:	Community Education offers ABE and GED services to adult learners at three sites: the Oakland area of the city, a southern site in Bethel Park, and a northern site in North Hills. The Oakland site targets single parents and welfare recipients. The Office of Community Education also offers skill training and career exploration programs such as the New Choices for single parents and displaced homemakers, and the New Options program for exploring nontraditional job opportunities.

Catholic Charities Immigration and Refugee Services
900 N. 17th Street
Harrisburg, PA 17103

Contact:	Judy Sides ESL Program Manager
Phone:	717-232-0568
Fax:	717-234-7142
Services:	ESL, Workplace
Languages spoken by staff:	Spanish, French, German
Other services:	Workplace Spanish, citizenship classes, pre-vocational ESL
No. of students:	500
No. of paid staff:	7
No. of volunteer staff:	8
Availability:	Day classes. Evening classes. Community based.
Counties served:	Dauphin, Cumberland, Adams
Description of sites:	Classes held in churches, schools, and community centers.
Program description:	Provides ESL classes for LEP individuals living in and around Harrisburg. Pre-vocational classes focus on preparing learners to work or assimilate more successfully in an English-speaking environment. Provides survival ESL classes for new arrivals as well as intermediate-level classes which help prepare students to enter local community colleges. Also provide worksite classes for ESL learners and worksite Spanish classes for English speakers.

Centennial School District
433 Centennial Road
Warminster, PA 18974

Contact:	Robert Jesberg ABE Program Director
Phone:	215-364-5965
Fax:	215-441-8055
Services:	ABE, GED, ESL
Languages spoken by staff:	Spanish
No. of students:	125
No. of paid staff:	11
Availability:	Evening classes. School based.
Counties served:	Bucks, Philadelphia, Montgomery
Program description:	Two nights a week of classes, Monday and Wednesday nights. ABE is three levels, ESL, 0-4, and 5-8. GED is four classes. Mondays are math and science classes. Wednesdays are English and social studies classes.

Center for Alternative Learning
6 E. Eagle Rd.
Havertown, PA 19083

Contact:	Richard Cooper ABE Program Director
Phone:	610-525-8336
Fax:	610-525-8337
E-mail address:	RCooper642@aol.com
Services:	Literacy, ABE, GED, ESL
Languages spoken by staff:	Spanish, Swedish
Other services:	Testing for learning disabilities and Attention Deficit Disorder; specialized instruction
No. of students:	15
No. of paid staff:	2
Availability:	Day classes. Community based.
Counties served:	Delaware, Montgomery, Bucks, Chester, Philadelphia
Description of sites:	Storefront Learning Center
Program description:	The staff at the Center provides specialized testing and instruction for adults with special learning needs, espeically learning disabilities and Attention Deficit Disorder.

Center for Literacy
636 S. 48th Street
Philadelphia, PA 19143

Contact:	JoAnn Weinberger Executive Director
Phone:	215-474-1235
Fax:	215-472-7290
E-mail address:	JAWCFL@aol.com
Services:	Literacy, ABE, GED, ESL, Workplace, Family Literacy
No. of students:	2,400
No. of paid staff:	42
No. of volunteer staff:	450
Availability:	Day classes. Evening classes. Community based. School based.
Counties served:	Philadelphia
Description of sites:	Libraries, schools, churches, synagogues, community centers, and corporations.
Program description:	Free literacy and basic education services to adults include one-on-one and small-group

tutoring with trained volunteers and classes taught by professional educators. Programs: family literacy, workforce education, education for learners with mental disabilities and/or substance abuse histories, and community-based classes. Related services: curriculum development, research, tutor training, and authentic assessment. CFL practices a learner-centered, goal-directed philosophy of instruction.

Central IU 10 Development Center for Adults
540 N. Harrison Road
Pleasant Gap, PA 16823

Contact: Edith A. Gordon
Director
Phone: 814-359-3069
Fax: 814-359-2344
E-mail address: EdieDCA@aol.com
Services: Literacy, ABE, GED, Workplace
Other services: Teen parent, dislocated workers, inmate services, customized job training, Corning Asahi training coordination, VISTA volunteers, Central-Northeast Professional Development Center, West Branch Technology Center, etc.
No. of students: 725
No. of paid staff: 35
No. of volunteer staff: 100
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Centre, Clearfield, Clinton
Description of sites: Primarily rural, located at learning and technology centers, vo-techs, churches, schools, community organizations, industries, etc.
Program description: Offers a variety of program services to meet student needs. Includes GED, basic skills, remediation, job-specific basic skills, job search skills, preparation for GATB, LPN, business school entrance exams, and college placement tests. Teaching format includes one-on-one tutoring, stand-up instruction, small-group, and computer-assisted instruction.

Central Pennsylvania Literacy Council
P.O. Box 60690
Harrisburg, PA 17106

Contact: Carole Coval Sawchuck
ABE Program Director
Phone: 717-234-0077
Fax: 717-234-0088
Services: Literacy, ABE, ESL
Languages spoken by staff: ASL
Other services: Tutor training and training for adult learners prior to their match with tutors.
No. of students: 87
No. of paid staff: 1
No. of volunteer staff: 97
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Dauphin, Cumberland
Description of sites: One-on-one tutoring.
Program description: Central PA Literacy Council trains adult volunteers to become tutors of adults who want to learn to read or read better. Adult learners may attend the Goals Program, a six-hour preparation prior to becoming matched with a tutor for 1.5-hour sessions at convenient public sites, such as libraries and churches. Services are free and confidential.

Central Susquehanna Intermediate Unit 16
Box 213
Lewisburg, PA 17837

Contact: Michael Wilson
Program Director
Phone: 717-523-1155
Fax: 717-524-7104
E-mail address: mwilson@northstar.csiu.k12.pa.us
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish
Other services: GED testing
No. of students: 1,200
No. of paid staff: 26
No. of volunteer staff: 247
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Columbia, Montour, Northumberland, Snyder, Union
Description of sites: High schools, YMCA, workplace, county buildings, and public housing. One-on-one tutoring libraries and churches.
Program description: Adult education department conducts classes and one-on-one tutoring for adults in need of basic education and skills instruction. Instruction includes math, English, reading, GED preparation, social studies, ESL, and vocational-based programs. Student's goal and abilities determine instruction. Assessment of student's abilities is required. No charge to students for books, materials, or instruction.

Chatham College Adult Literacy Program
Woodland Road
Pittsburgh, PA 15232

Contact:	Doris C. Moody ABE Program Coordinator
Phone:	412-365-1526
Fax:	412-365-1505
E-mail address:	Moody@Chatham.edu
Services:	Literacy, ABE, GED
Other services:	Referrals for community-based services and career-exploration counseling, as needed.
No. of students:	35
No. of paid staff:	3 (part time)
No. of volunteer staff:	35
Availability:	Day classes. School based.
Counties served:	Allegheny
Description of sites:	One-on-one tutoring in the Chatham College Learning Center, located in the Jennie King Mellon Library.
Program description:	Program provides literacy instruction in the areas of reading, language arts, and mathematics. Adult learners are tutored one-on-one by college faculty, staff, students, alumnae, and friends. All instruction is self-paced and free of charge.

Cheltenham Township Library System
215 Keswick Avenue
Glenside, PA 19038

Contact:	Hilma F. Cooper ABE Program Director
Phone:	215-885-0457
Fax:	215-885-1239
E-mail address:	ctllibsys@hslc.org
Services:	ESL
No. of students:	110
No. of paid staff:	3
No. of volunteer staff:	75
Availability:	Evening classes. Community based.
Counties served:	Montgomery, Philadelphia
Description of sites:	Public library.
Program description:	The ESL program provides one-on-one tutoring by volunteers to adult members of the community who are recent arrivals to the area or who are not ready to begin work to develop English language skills. Some small classes are held. The program has been in operation since 1985.

Cheltenham Township School District
1000 Ashbourne Road
Elkins Park, PA 19027

Contact:	Thomas Stretton ABE Program Director
Phone:	215-881-6323
Fax:	215-884-6929
Services:	ABE, Workplace
No. of students:	20
No. of paid staff:	2
Availability:	Evening classes. School based.
Counties served:	Montgomery, Philadelphia
Program description:	Program is geared to educationally disadvantaged students, adults with less than an eighth-grade education, and adults without a high school diploma. We develop reading, language, and math skills to prepare students for GED and provide for better job opportunities.

Chester County Intermediate Unit 24
535 James Hance Court
Exton, PA 19341

Contact:	Carol M. Brane ABE Program Director
Phone:	610-524-5107
Fax:	610-524-5167
E-mail address:	CarolB@cciu.k12.pa.us
Services:	ABE, GED, ESL, Workplace
Languages spoken by staff:	Spanish
No. of students:	400
No. of paid staff:	22
No. of volunteer staff:	3
Availability:	Day classes. Evening classes. School based.
Counties served:	Chester
Description of sites:	Classroom instruction at vo-tech schools, libraries, drug and alcohol rehabilitation centers, high schools, prisons, and worksites.
Program description:	ABE/ESL programs held at CAT Brandywine, Chester County Prison. GED programs are held at CAT Pickering, Downingtown High School, Kennett High School, Octorara High School, Owen J. Roberts Middle School, Ore-Ida Foods, Inc., Oxford High School, Oxford Library, and Chester County Prison. All are presented in a classroom-type setting. Community workplace and prison/institutional populations are served.

Chester County Library
400 Exton Square Parkway
Exton, PA 19341

Contact:	Frances L. Adams ABE Program Director
Phone:	610-323-0884
Fax:	610-594-0999
E-mail address:	f_adams@mail.co.chester.pa.us
Services:	Literacy, ABE, GED, ESL, Workplace
No. of students:	55
No. of paid staff:	1
No. of volunteer staff:	56
Counties served:	Chester
Description of sites:	Offices at library. Tutors also meet with students at various sites in the county.
Program description:	Computer-assisted instruction and workforce literacy support for students enrolled in Literacy at the Chester County Library.

Chester County Opportunities Industrialization Center, Inc.
125 S. Penn Street
West Chester, PA 19382

Contact:	Judith Honohan Executive Director
Phone:	610-692-2344
Fax:	610-935-7285
Services:	Literacy, ABE, GED, ESL, Workplace
Languages spoken by staff:	French, Spanish
Other services:	Job readiness and job search through Block Grant and HUD funding. Also job search and support through Public Welfare Department.
No. of students:	180
No. of paid staff:	9
No. of volunteer staff:	3
Availability:	Day classes. Evening classes. Community based.
Counties served:	Chester
Description of sites:	Handicapped accessible, three classrooms, two offices, kitchen. Space donated by Housing Authority of Chester Co. in freestanding building.
Program description:	GED - 2 mornings, 2 evenings, total 11 hrs/week. ABE - 3 mornings, 2 evenings, total 14 hrs/week. ESL - 4 mornings, 2 evenings, total 16 hrs/week. Literacy - 2 mornings, 2 hrs/week. Workplace - 2 classes, 1 day/week - total 4 hrs/week

Chester Housing Authority
1010 Madison Street
Chester, PA 19013

Contact:	Larry Billops ABE Program Director
Phone:	610-876-5561
Fax:	610-876-9497
TDD:	610-499-4731
Services:	Literacy, ABE, GED, Family Literacy
Other services:	Computer skills training.
No. of students:	25
No. of paid staff:	3
No. of volunteer staff:	5
Availability:	Evening classes. Community based.
Counties served:	Delaware
Description of sites:	Designated community centers within public housing communities in the city of Chester, PA.
Program description:	Program provides literacy services, including ABE and limited GED studies. It is primarily one-on-one training with limited small groups facilitated during the evening hours to try to maximize resident participation.

Chester Upland School District
1720 Melrose Ave.
Chester, PA 19013

Contact:	Charles Oakley ABE Program Director
Phone:	610-447-3832
Fax:	610-447-3648
Services:	ABE, GED, ESL
Languages spoken by staff:	Spanish
Family Literacy	
No. of students:	125
No. of paid staff:	10
No. of volunteer staff:	1
Availability:	Day classes. Evening classes.
Counties served:	Delaware
Description of sites:	Comprehensive Adult Learning Center
Program description:	District has provided services in ESL, adult basic education, and GED. Provide GED testing and other classes to do competency in reading, spelling, and writing.

Chestnut Ridge School District
RR 1, Box 79-A
New Paris, PA 15554

Contact:	Susan M. Iagulli ABE Program Director
Phone:	814-839-4480
Fax:	814-839-4742
Services:	Literacy, ABE, ESL, Workplace, Family Literacy
Other services:	Courses in driver's education
No. of students:	60
No. of paid staff:	6
No. of volunteer staff:	51
Availability:	Day classes. Evening classes. School based.
Counties served:	Bedford
Description of sites:	One-on-one tutoring and/or small-group tutoring at public libraries, churches, human service agencies, township buildings, and homes.
Program description:	Provides assessment, educational counseling, and tutoring for disadvantaged adults in need of literacy skills to become functional and successful in life. Program provides tutor training and in-services for volunteers. Program is organized and operated by high school students who serve as office volunteers or work on committees.

Chichester School District
P.O. Box 2100
Boothwyn, PA 19061

Contact:	Theodore R. Elder, Jr. ABE Program Director
Phone:	610-485-6881
Fax:	610-485-3557

Clarion County Literacy Council
Ross Memorial Library Building, Box 663
Clarion, PA 16214

Contact:	Susan Hays Director
Phone:	814-226-4626
Fax:	814-226-6750

Clarion County Area Vocational Technical School
1976 Career Way
Shippenville, PA 16254

Contact:	R. Leroy Tabler Adult Education Coordinator
Phone:	814-226-5857
Fax:	814-226-7350
Services:	Literacy, GED
No. of students:	55
No. of paid staff:	2
Availability:	Evening classes. School based.
Counties served:	Clarion, Forrest, Armstrong
Description of sites:	School classroom only
Program description:	Casual atmosphere with one-on-one learning assistance rather than structured lectures or instruction. Lending library.

Community Action Southwest
315 E. Hallam Ave.
Washington, PA 15301

Contact:	Dr. Barbara Mooney ABE Program Director
Phone:	412-852-2893
Fax:	412-627-7713
E-mail address:	CASW@GreenePA.NET
Services:	Literacy, ABE, GED, ESL, Family Literacy
Languages spoken by staff:	Spanish
Other services:	Community Action SW operates Head Start, WIC, Food Bank, Case Management, Even Start, Parental Assistance Center, Family Center, Information & Referral, Housing Counseling, Senior Services
No. of students:	68
No. of paid staff:	5
No. of volunteer staff:	15
Availability:	Day classes. Evening classes. Community based.
Counties served:	Washington, Greene
Description of sites:	Classes held at an Even Start site, Senior Center, elementary school, church, and Family Center-Health Center. Tutoring takes place at community sites, such as libraries.
Program description:	Project First Step provides Adult Basic Education to out-of-school adults 17 years of age or older. Instruction takes place in small class settings throughout Washington and Greene Counties. Instruction is individualized and students work at their own pace. Volunteer instructional aides are trained to work with students on a one-to-one basis. Tutor and students meet at least once a week for approximately 2 hours at a neutral site.

Guide to Services Provided:
Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Community College of Allegheny County
800 Allegheny Avenue
Pittsburgh, PA 15233

Contact: Jean Snider
Program Director
Phone: 412-237-3033
Fax: 412-237-3091

Community College of Allegheny County, South Campus
1750 Clairton Rd., CCAC S. Campus
West Mifflin, PA 15122

Contact: Dr. Leslie A. Bartok, Charlotte Bennett
ABE Program Director
Phone: 412-469-6360
Fax: 412-469-4319
E-mail address: cbennett@ccac.edu
Services: Literacy, ABE, GED, ESL
No. of students: 100
No. of paid staff: 10
Availability: Day classes. Evening classes. Community based.
Counties served: Allegheny
Description of sites: Adult Learning Center
Program description: Adult Basic Education, GED preparation, and English as a Second Language classes in the Mon Valley. Classes are offered both day and evening at two locations.

Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Contact: Delores Weaver
ABE Program Director
Phone: 215-751-8250
Fax: 215-751-8954

Community Learning Center
2801 Frankford Avenue
Philadelphia, PA 19134

Contact: Jean L. Fleschute
ABE Program Director
Phone: 215-426-7940
Fax: 610-328-4826
E-mail address: CLC@libertynet.org
Services: ABE, GED, ESL, Family Literacy
Languages spoken by staff: Spanish, Italian, Arabic, French
Other services: Child care available for some classes. Computed-assisted instruction.
No. of students: 275
No. of paid staff: 8
No. of volunteer staff: 10
Availability: Day classes. Evening classes. Community based.
Counties served: Philadelphia
Description of sites: CLC provides services through classroom instruction at three neighborhood sites.
Program description: Program is a adult literacy program open to men and women ages 16+. Targets: minorities, welfare recipients, and those of low income. Classes meet for three hours twice a week September through June. Goals include teaching basic skills in reading, writing, and mathematics; GED preparation; ESL instruction; and improving employment readiness.

Community Women's Education Project
2801 Frankford Avenue
Philadelphia, PA 19134

Contact: Cynthia L. Ferguson
Executive Director
Phone: 215-426-2200
Fax: 215-426-3284
E-mail address: CWEP@liberty.nrt.org
Services: Literacy, ABE, GED, Workplace
Languages spoken by staff: Some Spanish
Other services: Childcare, counseling, tutoring, referrals, computer classes, and first year college.
No. of students: 80
No. of paid staff: 16
Availability: Day classes. Evening classes. Community based.
Counties served: Philadelphia
Description of sites: On-site classes with childcare; off-site at Kensington High School and the Richmond Library.
Program description: Provides literacy, basic skills, GED and post-secondary education and educational support systems for low-income adults. Since 1977, CWEP has helped more than 12,000 women and their families rise from public assistance to self-assistance through this uniquely tailored and nourishing program.

Connelley Technical Institute and Adult Education Center *See Pittsburgh School District*

CORPP, Inc.
1217 Samson St., 7th Floor
Philadelphia, PA 19107

Contact: Clifton Williams
Executive Director
Phone: 215-592-8011
Fax: 215-592-8014

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Coudersport Area School District
698 Dwight Street
Coudersport, PA 16915

Contact: David Matzinger
ABE Program Director
Phone: 814-274-8055
Fax: 814-274-7551
Services: Literacy, ABE, GED
No. of students: 30
No. of paid staff: 4 (part time)
No. of volunteer staff: 2
Availability: Evening classes. Community based.
Counties served: Potter and surrounding
Description of sites: Two classrooms in the Coudersport Area Elementary School. One of the classes is in the computer lab.
Program description: ABLE classes are primarily structured around the 5-8 levels. The class is structured to provide individualized and small-group instruction. Instructors and tutors work in all subject areas through use of multi-level and multi-media materials, and individual as well as network computer programming. Large-group instruction is mainly in English and essay writing.

Crawford Central School District
Instructional Support Center, 11280 Mercer Pike
Meadville, PA 16335

Contact: David Bowser Jr.
ABE Program Director
Phone: 814-336-1121
Fax: 814-337-5160
Services: Literacy, ABE, GED
Other services: Students are able to earn Crawford Central School District diplomas by participating in class and passing GED test.
No. of students: 70
No. of paid staff: 8
No. of volunteer staff: varies
Availability: Evening classes. School based.
Counties served: Crawford and surrounding
Description of sites: Meadville Junior High School located in downtown Meadville; standard classrooms.
Program description: Students interested in GED or brush-up before resuming higher education are tested and placed in ABE 5-8 or GED 9-12 classes which meet three nights a week for ten weeks. Classes meet GED subtests. Students may attend additional semesters as needed. Another group may meet and work on basic literacy, math, and social skills. This group has a large and loyal following, but also welcomes new students.

Crawford County Literacy Council, Inc.
966 1/2 Park Avenue
Meadville, PA 16335

Contact: Jane Martin
Coordinator
Phone: 814-337-7323
Fax: 814-337-1250
E-mail address: JMARTI@Gremlin.org
Services: Literacy, ABE, GED, ESL, Family Literacy
Languages spoken by staff: French, Spanish
Other services: Life skills classes, Crawford County Jail Educational Program (ABE-322).
No. of students: 301
No. of paid staff: 5
No. of volunteer staff: 102
Availability: Day classes. Evening classes. Community based.
Counties served: Crawford
Description of sites: Two offices in Crawford County, one in Meadville, and one in Titusville. GED classes and one-on-one tutoring are conducted at both sites. Some one-on-one tutoring is in local public places.
Program description: Provides ABE, GED, ESL, life skills, and family literacy programs for the residents of Crawford County. Low-income, disadvantaged adults who are desiring help to become productive members of the workforce and the community are targeted. Aid people at the point of their literacy needs and help them achieve their maximum capabilities.

Cumberland County Prison, Capital Area I.U. 15
1001 Claremont Road
Carlisle, PA 17013

Contact: Helen D. Sneed
ABE Program Director
Phone: 717-249-1620
Fax: 717-245-8792
Services: Literacy, ABE, GED
Languages spoken by staff: Sign Language
No. of students: 205
No. of paid staff: 4
No. of volunteer staff: 4
Availability: Evening classes.
Counties served: Cumberland, Perry
Description of sites: Prison
Program description: Provides ABE, GED, and

tutorial services to inmates housed here.

Cumberland Valley School District
6746 Carlisle Pike
Mechanicsburg, PA 17055
Contact: Samuel C. Gruber
Coordinator of Continuing Education
Phone: 717-766-0217
Fax: 717-795-9709
E-mail address: adult_education@Cumberland.K12.Pa.US
Services: GED, Workplace
No. of students: 160
No. of paid staff: 7
No. of volunteer staff: 6
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Cumberland, Dauphin, Perry, York, plus others
Description of sites: Cumberland Valley High School, community where participants live
Program description: GED preparation and "High School Diploma Program for Adults." A life-skill and academic program designed to allow adults the opportunity to earn the same diploma as graduating seniors. Academic work is completed at Cumberland Valley and the life skills in the home community of the participant.

Dauphin County Housing Authority
501 Mohn St.
Steelton, PA 17113
Contact: John Ames
Director
Phone: 717-939-9301

Dauphin County Prison, Capital Area I.U. 15
501 Mall Road
Harrisburg, PA 17111
Contact: Connie L. Orosz
ABE Program Director
Phone: 717-558-1100
Fax: 717-561-7244
Services: ABE, GED, ESL
Languages spoken by staff: French
No. of students: 299
No. of paid staff: 3
No. of volunteer staff: 1
Availability: Day classes.
Counties served: Dauphin
Description of sites: ABE/GED classes are offered to medium and maximum security male inmates with classroom instructions and utilizing inmate tutors. ESL class is available to all inmates with classroom instruction and inmate tutors.
Program description: The Dauphin County Prison Education Program assists in the rehabilitation of inmates by providing educational opportunities. As 45% of the inmates have not achieved a high school diploma, ABE/GED classes are provided approximately 8 hours per week by two part-time certified teachers. The minority population averages 72% with a large portion of Hispanics. ESL classes are offered by a part-time certified teacher to inmates wishing to improve their English skills.

Delaware County Prison
P.O. Box 23A
Thornton, PA 19373
Contact: Rick DeAntoniis
ABE Program Director
Phone: 610-358-2150
Fax: 610-558-1722
Services: ABE, GED
No. of students: 170
No. of paid staff: 6
Availability: Evening classes.
Counties served: Delaware
Description of sites: County prison housing approximately 950 inmates
Program description: ABE, GED programs and GED test site.

Delaware County Community College
901 S. Media Line Road
Media, PA 19063
Contact: Jeanne Anastasi
Program Administrator
Phone: 610-359-5137
Fax: 610-359-7334
E-mail address: JANASTAS@DCCCNET.DCCC.EDU
Services: Literacy, ABE, GED, ESL
Other services: Full-credit college curriculum and non-credit course offerings.
No. of students: 40
No. of paid staff: 4
No. of volunteer staff: 2
Availability: Day classes. Evening classes. Community based.
Counties served: Delaware
Description of sites: College satellite campus.
Program description: To assist County residents (particularly in Chester) in obtaining their GED, in

response to requests to increase an available pool of eligible workers for the new State prison in Chester. Individuals who will want to take the Civil Service exam for employment at the prison will need to have a diploma or GED. Two cycles of training (day and evening) are offered to serve a total of 40 clients.

Delaware County Literacy Council

2217 Providence Avenue
Chester, PA 19013

Contact: Patricia R. Gaul Reitz
Executive Director

Phone: 610-876-4811

Fax: 610-876-5414

Services: Literacy, ABE, ESL

Other services: Early Intervention, Delaware County Prison, Civil Service Orientation

No. of students: 614

No. of paid staff: 22

No. of volunteer staff: 242

Availability: Day classes. Evening classes. Community based.

Counties served: Delaware

Description of sites: Comprehensive adult literacy center, part-time intake and learning center, small-group instruction sites, one-on-one tutorial in myriad locations.

Program description: A private non-profit educational agency that provides one-on-one, free literacy instruction to non- and low-reading adults through a county-wide network of trained volunteer tutors.

Delaware Valley School District

RR 2 Box 2275
Shohola, PA 18458

Contact: Robert L. Smith
ABE Program Director

Phone: 717-296-3615

Fax: 717-296-3161

Services: ABE, GED

No. of students: 20

No. of paid staff: 5

No. of volunteer staff: 2

Availability: Evening classes. School based.

Counties served: Pike

Description of sites: High School

Program description: Provides free Adult Basic Education classes through monies from the federal grant. Instruction includes individual and small-group work. Instruction given by paid staff with the assistance of volunteer tutors and takes place in room A101 of the Delaware Valley High School.

District 1199C Training and Upgrading Fund

1217 Sansom Street, 3rd floor
Philadelphia, PA 19107

Contact: James T. Ryan
Director

Phone: 215-592-8321

Fax: 215-592-8877

E-mail address: phihosdst@hslc.org

Services: ABE, Workplace

Other services: Re-training for laid-off workers, skills training and continuing education for eligible healthcare workers.

No. of students: 90

No. of paid staff: 7

Availability: Day classes. Evening classes. Community based.

Counties served: Philadelphia

Description of sites: Comprehensive adult learning center.

Program description: Fund is a joint union-management trust of 100 contributing hospitals and healthcare institutions to assist health care workers to acquire new skills to train new workers. The program provides quality training, including job-skills training, continuing education, and basic skills classes, to move entry-level workers up the career ladder.

Dr. Gertrude A. Barber Center Adult Education Program

136 East Avenue
Erie , PA 16507

Contact: Joy Zamierowski
ABE Program Director

Phone: 814-453-7661

Fax: 814-454-2771

TDD: 814-459-4211

Services: Literacy, ABE

Other services: Serves individuals having developmental delays and challenges from birth to senior years.

No. of students: 172

No. of paid staff: 14

No. of volunteer staff: 7

Availability: Day classes. Evening classes. School based.

Counties served: Erie

Description of sites: Housed in agency owned buildings, convenient to all forms of public education.

Program description: Program deals with individuals having learning challenges from both the community and the

Barber Center Adult program, either vocational or residential. Program focuses on individuals whose skills are between the first- and eighth-grade levels. All those who are eligible may participate.

East Pennsboro School District
890 Valley St.
Enola, PA 17025
Contact: Laura Templeton
ABE Program Director
Phone: 717-763-7211
Fax: 717-763-8150

Easton Housing Authority
P.O. Box 848
Easton, PA 18044
Contact: Gary A. Smith
ABE Program Director
Phone: 610-258-0808
Fax: 610-258-0262
TDD: 610-258-0807
Services: GED
Languages spoken by staff: Spanish
Other services: Public housing; case management
No. of students: 40
No. of paid staff: 1
No. of volunteer staff: 10
Availability: Day classes. Community based.
Counties served: Northampton
Description of sites: Classroom-like; not crowded; well lighted; air conditioned.
Program description: Under subcontract, Northampton Community College provides qualified teachers who conduct adult basic education and GED services. Student body is comprised of participants in Even Start Program as well as other public housing residents.

Easton Area School District Adult Literacy Program
811 Northampton Street
Easton, PA 18042
Contact: John N. Merlo
ABE Program Director
Phone: 610-250-2428
Fax: 610-250-9730
Services: ABE, GED, ESL
Languages spoken by staff: Spanish, French
No. of students: 230
No. of paid staff: 11
No. of volunteer staff: 5
Availability: Day classes. Evening classes.
Counties served: Northampton
Description of sites: Schools and churches
Program description: The program services ABE, GED, and ESL students. Program has an institutional component as well as a collaborative program with a local community organization. A GED test center is also housed at the high school.

Elwyn, Inc.
111 Elwyn Road
Elwyn, PA 19063
Contact: Ellen Thomas
ABE Program Director
Phone: 610-891-2267
Fax: 610-891-2200
Services: Literacy, ABE, Family Literacy
No. of students: 100
No. of paid staff: 5
No. of volunteer staff: 40
Availability: Day classes. Community based. School based.
Counties served: Chester, Delaware
Description of sites: Sites on Elwyn's main campus and community satellite programs. Also local churches, libraries, and schools as arranged by instructors.
Program description: ABE classes geared primarily towards disabled population. Instruction geared towards functional academics and community skills such as reading signs and recognizing money. Also stress workplace skills both specific to an individual's job as well as work adjustment.

Employment & Training, Inc.
723 Portland Ave.
Huntingdon, PA 16652
Contact: Lois Heart
Program Director
Phone: 814-643-3093
Fax: 814-643-9381
TDD: 12-1380927
Services: GED
Other services: JTPA services—all facets of work experience and educational programs.
No. of students: 70
No. of paid staff: 3
Availability: Day classes. Evening classes. Community based.
Counties served: Huntingdon
Description of sites: Held in Employment & Training offices/classrooms and in church basements.
Program description: Adult GED/remedial education classes supervised by a certified

teacher in a classroom setting. Tutors are from Juniata College and are education majors. The number of tutors varies according to program. Students may begin classes at any time during the year. Each student works at their own pace. Students are given TABE test upon entering to establish their level. Students in GED training are given pre-GED tests to determine their readiness to take the test.

Erie City School District
2931 Harvard Road
Erie, PA 16508

Contact: Daniel Tempestini
Director, Adult Learning Center

Phone: 814-871-6656

Fax: 814-871-6326

Services: Literacy, ABE, GED, ESL

Languages spoken by staff: Russian, Polish, Italian

No. of students: 1,271

No. of paid staff: 16

No. of volunteer staff: 32

Availability: Day classes. School based

Counties served: Erie

Description of sites: Comprehensive Adult Learning Center

Program description: The Erie City Adult Learning Center was founded in 1969 with federal and state grants and was the first full-time adult learning center in PA. The programs offered include ABE, GED preparation, literacy instruciton, ESL, tutor training, and workplace literacy. Classes are free and available from 8:30 a.m. to 3:30 p.m., Monday through Friday at Hamilton, and evenings at Central High School.

Farrell Area School District
1600 Roemer Blvd.
Farrell, PA 16121

Contact: Nancy Hromyak
Special Programs Director

Phone: 412-346-6585, ext. 488

Fax: 412-346-0223

Services: ABE, GED, Family Literacy

Other services: Coordinated with the districts' family center, health clinic, career center, and community agencies that offer job training, post secondary education, counseling, or health/human services.

No. of students: 85

No. of paid staff: 5

No. of volunteer staff: 4

Availability: Day classes. Evening classes. School based.

Counties served: Mercer

Description of sites: Secondary school setting with access to the secondary school family center, computer labs, career lab, educational labs, and health clinic. Handicap accessible.

Program description: Site-based adult education programs for basic literacy. Open entry-open exit programs offer a basic level of instruction for adults at the grade 0-4 literacy level, the advanced level for adults at grade 5-8 literacy level, and the GED level offers instruction for adults to achieve high school equivalency diploma. The district hosts the program and offers adults access to its educational and support services.

Fayette County Community Action Agency, Inc.
137 N. Beeson Ave.
Uniontown, PA 15401

Contact: James M. Stark
Executive Director

Phone: 412-437-6050

Fax: 412-437-4418

Services: Literacy, ABE, GED, ESL, Family Literacy

Other services: Transportation, housing, case management, WIC, employment and training programs.

No. of students: 455

No. of paid staff: 6

No. of volunteer staff: 110

Availability: Day classes. Community based.

Counties served: Fayette

Description of sites: Two comprehensive sites: one in Connellsville and one in Uniontown; one-on-one tutoring at neutral sites; Fayette County Prison.

Program description: Variety of educational and vocational training classes to improve academic and interpersonal skills, capabilities, and self-sufficiency. GED, ABE, Literacy, GED Prison, ABE Prison, and Job Readiness programs. Assessment of individual needs, abilities, and goals. Program is designed for accomplishing the goals set by the student. Free and confidential. Volunteer Workshops are held quarterly to train literacy and classroom volunteers. Tutor Workshops for volunteers interested in working with inmates.

Focus on Renewal Sto-Rox Neighborhood Corporation

500 Chartiers Avenue
McKees Rocks, PA 15136

Contact:	Amy Ernharth ABE Program Director
Phone:	412-331-2400
Services:	Literacy, ABE, GED, Family Literacy
Other services:	Academic support for 7th-12th grade students; library; parenting, pre-school, babysitting, transportation, health care, food bank, thrift store, credit union, and social services.
No. of students:	165
No. of paid staff:	11
No. of volunteer staff:	30
Availability:	Day classes. Community based.
Counties served:	Allegheny
Description of sites:	Learning Center
Program description:	F.O.R. offers ABE and GED classes on-site during the day, and one-on-one tutoring day and evenings. Family Liteacy services are provided through Even Start and five other locations. The Center also serves students from 7th-12th grade who are in need of academic support. Career planning, resume preparation, and job placement are offered on site via linkages with Community College of Allegheny County and Westnet. Support services are available at no charge.

Forbes Road East AVTS

607 Beaty Road
Monroeville, PA 15146

Contact:	Marie Bowers Adult Education Coordinator
Phone:	412-373-8100
Fax:	412-373-8106
E-mail address:	forbes02@nb.net
Services:	Literacy, ABE, GED, ESL
No. of students:	170
No. of paid staff:	3
No. of volunteer staff:	6
Availability:	Day classes. School based.
Counties served:	Allegheny, Westmoreland, Butler, Fayette, Armstrong, Indiana
Description of sites:	Two literacy classrooms with five computers and multi-instructonal materials. Two computer rooms for supplemental instruction.
Program description:	Provides literacy services and academic remediation to the educationally and economically disadvantaged in a six-county area. Target groups are dislocated workers and the unemployed; minorities; adult public assistance recipients; educationally disadvantaged and adults without a high school diploma. The program is open entry/open exit and is designed to help students improve grade levels, pass the GED, enter higher education, and/or attain employment.

Free Library of Philadelphia, Reader Development Program

1901 Vine Street
Philadelphia, PA 19103

Contact:	Susan McDougall Head, Reader Development program
Phone:	215-686-5346
Fax:	215-686-5371
E-mail address:	mcdougallse@library.plila.gov
No. of paid staff:	2 full-time, 5 part-time
Program description:	Program selects, evaluates and distributes the best available materials on or below an eighth-grade reading level to individuals and organizations helping adult Philadelphians improve their literacy skills. The collection includes books for leisure reading, coping skills, employment materials and tutor training materials, in addition to a wide variety of instructional materials on reading, writing, science, social studies, math, and ESL.

Fulton County Area Vocational Technical School

151 E. Cherry Street
McConnellsburg, PA 17233

Contact:	Dayton P. Tweedy ABE Program Director
Phone:	717-485-5813
Fax:	717-485-5450
Services:	Literacy, ABE, GED
Languages spoken by staff:	Spanish, French
No. of students:	20
No. of paid staff:	4
No. of volunteer staff:	8
Availability:	Evening classes. School based.
Counties served:	Fulton
Description of sites:	Small classes in three locations in Fulton County. One-on-one tutoring available at individual's home.
Program description:	Free adult chasses in reading, English, and math. We offer an individual approach, convenient location, and flexible schedule.

Genesis II

1214 N. Broad Street
Philadelphia, PA 19121

Contact: Joseph Beech
ABE Program Director
Phone: 215-763-2650
Fax: 215-232-9895

Germantown Women's Educational Project

21 W. Washington Lane
Philadelphia, PA 19144

Contact: Peggy McGuire
Executive Director
Phone: 215-843-2148
Fax: 215-843-3856
E-mail address: gwep@philadelphia.libertynet.org
Services: Literacy, ABE, GED, Family Literacy
Other services: Child care; transition support; community volunteer/work experience internship program
No. of students: 75
No. of paid staff: 8
No. of volunteer staff: 4
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Philadelphia
Description of sites: Adult Learning Center situated in neighborhood church; one class in local middle school building.
Program description: Innovative, accessible day and evening classes in Adult Basic and Literacy Education and GED preparation as a basis for further education, career readiness, and family and community development. Professional and volunteer class teams offer individualized and small-group instruction, transition support, on-site child care, personal/family/vocational counseling, support groups, and referrals.

Goodwill Industries of Pittsburgh

2600 E. Carson Street
Pittsburgh, PA 15203

Contact: Judith Aaronson
Director
Phone: 412-390-2327
Fax: 412-481-0187
E-mail address: aaronson@goodwillpitt.org
Services: Literacy, ABE, GED, Workplace, Family Literacy
Other services: ABE/GED classes at the Allegheny County Jail. GED testing at the County Jail. Tutor training — ABE/GED tutoring at Goodwill's community correction center.
No. of students: 365
No. of paid staff: 11
No. of volunteer staff: 50
Availability: Day classes. Evening classes. Community based.
Counties served: Allegheny
Description of sites: Adult literacy services at its primary location on the south side of Pittsburgh, at other Goodwill and Community sites, and at the Allegheny County Jail,
Program description: Addresses adult literacy education from the perspective of family literacy, career development and vocational-based education. Provides quality education programs to disadvantaged and disabled adults.

Greater Erie Community Action Committee (GECAC)

1006 W. 10th Street
Erie, PA 16502

Contact: Lynne Burke
ABE Program Director
Phone: 814-451-5610
Fax: 814-451-5618
Services: Literacy, ABE, GED, Family Literacy
Other services: Complete social service agency offering services from cradle to grave.
No. of students: 110
No. of paid staff: 3
No. of volunteer staff: 6
Availability: Day classes. Evening classes. Community based.
Counties served: Erie
Program description: Programs offered in family literacy and GED level. Open entry/open exit. Classes offered Monday through Friday and evenings on Monday and Wednesday.

Greater Johnstown Career and Technology Center

445 Schoolhouse Road
Johnstown, PA 15904

Contact: Anthony C. Crimarki
ABE Program Director
Phone: 814-269-3874
Fax: 814-269-4586
Services: Literacy, ABE, GED, ESL, Workplace
Other services: Standard evening high school diploma; tutor training; remedial developmental reading and

mathematics.

No. of students: 42
No. of paid staff: 10
No. of volunteer staff: 2
Availability: Day classes. Evening classes. School based.
Counties served: Cambria, Somerset, Westmoreland, Indiana
Description of sites: General classroom for group and individual learning in a comprehensive learning center.
Program description: The Greater Johnstown CTC is the primary provider of literacy for the greater Johnstown community. This includes ABE, GED, ESL, workplace literacy, tutoring, remedial classes in English and math, and other specialized classes. After completion, participants may elect to enter any of 18 excellent post-secondary career courses available at GJCTC.

Greater Pittsburgh Literacy Council
100 Sheridan Square 4th floor
Pittsburgh, PA 15206

Contact: Donald G. Block
Executive Director
Phone: 412-661-7323
Fax: 412-661-3040
E-mail address: gplc@aol.com
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: French, Spanish
Other services: Southwest Professional Development Center: a regional training center for all adult education programs. Literacy Americorps: a project providing full-time national participants to literacy programs in Allegheny County.
No. of students: 2,200
No. of paid staff: 30
No. of volunteer staff: 650
Availability: Day classes. Evening classes. Community based.
Counties served: Allegheny
Description of sites: Eleven neighborhood offices are located throughout Allegheny County. Classes are held in convenient neighborhood sites.
Program description: A comprehensive adult education agency which provides classes in basic skills, GED preparation, ESL, job preparation, workplace literacy, and family literacy. In 1997 the Council will open a center for computer-assisted learning. Classes run three to four hours a week, or 25 hours a week. Class sites are located throughout Allegheny County.

Greene County Library System
311 N. West Street
Waynesburg, PA 15370

Contact: Barbara E. Rohrer
ABE Program Director
Phone: 412-627-9776
Fax: 412-852-1900
E-mail address: bowlby@greenepa.net
Services: Literacy, ESL, Workplace, Family Literacy
No. of students: 70
No. of paid staff: 1
Availability: Day classes. Evening classes.
Counties served: Greene
Description of sites: Library system (includes three sites), also in community buildings
Program description: Volunteer-based adult literacy classes levels 0-5, and ESL classes beginning, intermediate, and advanced. Provides tutors and all materials free of charge.

Greenville Literacy Council
12 N. Diamond Street
Greenville, PA 16125

Contact: Georgina S. Rettinger
Director
Phone: 412-588-6141
Fax: 412-588-9881
E-mail address: Rettinge@Nauticom.Net
Services: Literacy, ABE, GED, ESL, Family Literacy
No. of students: 75
No. of paid staff: 13
No. of volunteer staff: 80
Availability: Day classes. Evening classes. Community based.
Counties served: Mercer
Description of sites: McNeilly Business Center, Mercer County Jail, a firehall, a Salvation Army Center, and a social hall.
Program description: In addition to our ongoing basic literacy service, ABE, GED, and ESL programs, we recently received a grant combining parents with educational needs, either literacy or vocational, and their children, ages 0-7, in a special program titled Even Start.

Guide to Services Provided:
Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Grove City Area Literacy Council
211 S. Broad Street
Grove City, PA 16127

Contact: Roberta Wykoff
Coordinator
Phone: 412-458-7270
Services: Literacy, ABE, GED, ESL, Family Literacy
No. of students: 50
No. of paid staff: 2
No. of volunteer staff: 35
Availability: Day classes. Evening classes. Community based.
Counties served: Mercer, Butler
Description of sites: One-on-one tutoring usually done at site location. Occasionally tutoring is done in the home, local churches, or public places.
Program description: Program's primary goal is to provide free one-on-one or small-group tutoring to adults to improve their literacy skills in reading, math, and English. Council also provides ABE, GED, and ESL instructions to students. Council's Family Literacy Program is emerging as the Council collaborates with local schools, hospitals, and community agencies.

Harrisburg Area Community College
One HACC Drive
Harrisburg, PA 17110

Contact: Rachel Gibbs
Coordinator
Phone: 717-780-2631
Fax: 717-236-0709
Services: ABE
No. of students: 55
No. of paid staff: 8
Availability: Day classes. Evening classes. School based.
Counties served: Dauphin, Cumberland, Perry
Description of sites: General classroom setting
Program description: Provides educationally disadvantaged individuals an opportunity to develop skills in writing, social studies, science, literature, the arts, and mathmatics in order to prepare for the Commonwealth Secondary School Diploma tests.

Harrisburg Housing Authority
351 Chestnut St.
Harrisburg, PA 17101

Contact: Leroy Robinson
ABE Program Director
Phone: 717-232-6781

Harrisburg School District
1201 N. 6th Street
Harrisburg, PA 17102

Contact: Carolyn L. Henry
ABE Program Director/Lead Teacher
Phone: 717-255-2425
Fax: 717-233-4998
Services: Literacy, ABE, GED, ESL
No. of students: 100
No. of paid staff: 8
No. of volunteer staff: 2
Availability: Evening classes. School based.
Counties served: Dauphin
Description of sites: ABE/GED classes held at John Harris Campus. ESL, one-on-one, and tutoring also at John Harris Campus.
Program description: ABE and GED programs are offered to adults with less than a high school diploma. Adults that complete 60 hours of classwork, pass the GED test, and reside in the Harrisburg area are eligible to recieve a Harrisburg High School diploma.

Harrisburg State Hospital, Capital Area I.U. 15
Education Department, Pouch A
Harrisburg, PA 17105

Contact: Joan Y. Leopold
ABE Program Director
Phone: 717-772-7561
Services: Literacy, ABE, GED, Workplace
No. of students: 175
No. of paid staff: 6
Availability: Day classes.
Counties served: Dauphin
Description of sites: Classes in mental institution on wards and in workshop; satellite program in MR community setting.
Program description: ABE/GED/Literacy program provides 400 hrs of instruction in basic skills for adults who have not completed high school. Each 1 hour, 4 day a week class serves 5 to 10 residents. 12 classes are conducted on the wards, in the workshop and in the community MR program. Reading, writing, and math are stressed, always in the context of social living or job related skills. Goals of the treatment team for each resident are given top priority by the teacher in constructing an education plan for each resident.

Hatboro-Horsham School District
229 Meetinghouse Road
Horsham, PA 19044

Contact: Wayne Laubach
ABE Program Director
Phone: 215-441-7950
Fax: 215-441-7940
Services: GED, ESL
No. of students: 35
No. of paid staff: 4
No. of volunteer staff: 2
Availability: Evening classes. School based.
Counties served: Montgomery, Bucks
Description of sites: Conjunction with Adult Evening School
Program description: The Adult programs provide GED and ESL services. Program taught by certified staff and a few volunteer tutors. Classes are held at Keith Valley Middle School on Tuesday and Wednesday evenings from 7-10 p.m. Program begins in September and ends in May.

Hazleton Area School District
101 S. Church St.
Hazleton, PA 18201

Contact: Edward S. Lyba
ABE Program Director
Phone: 717-459-3111
Fax: 717-459-3118

Hiram G. Andrews Center
727 Goucher Street
Johnstown, PA 15905

Contact: Jack Demuth
ABLE Director
Phone: 814-255-8288
Fax: 814-255-3406
TDD: 814-255-5823
Services: ABE
No. of students: 180
No. of paid staff: 5
Availability: Day classes. School based.
Counties served: All counties within the Commonwealth
Description of sites: Individualized educational and rehabilitation programs for resident and commuter students. Individual program may include vocational evaluation, educational program, and physical restoration.
Program description: Program is designed to provide students with the basic academic and vocational skills needed for employment. Success in a pre-determined training area and subsequently in the world of work is the primary goal of the program. Classes in math, English, and reading are self-paced and highly individualized.

Hispanic American Council
554 E. 10th Street
Erie, PA 16503

Contact: Erika Freeman
ABE Program Director
Phone: 814-455-0212
Fax: 814-453-2363
Services: GED, ESL
Languages spoken by staff: Spanish
Other services: Employment training/referral, case management, drug and alcohol outreach, AIDS/HIV education.
No. of students: 85
No. of paid staff: 11
No. of volunteer staff: 5
Availability: Day classes. Community based.
Counties served: Erie
Program description: Three levels (beginning, intermediate, advanced) of ESL instruction are offered free to Erie County residents. Students study between six and 20 hours a week, depending on individual needs. GED preparation classes are interspersed with the advanced ESL and individual classes. Spanish literacy is taught on an as-needed basis.

Horizon House Rehabilitation Services, Inc.
120 S. 30th Street
Philadelphia, PA 19104

Contact: Jerome E. Howard
ABE Program Director
Phone: 215-386-6886
Fax: 215-382-8042
E-mail address: horizon@libertynet.org
Services: ABE, GED
Other services: College preparatory instructional services (post-GED level) for students who desire to attend Community College of Philadelphia
No. of students: 125
No. of paid staff: 6
No. of volunteer staff: 1-5
Availability: Day classes. Community based.
Counties served: Philadelphia
Description of sites: Classes are conducted at Horizon House's central program/administrative site, 120 S. 30th Street.
Program description: Program provides classroom instruction in adult basic

education, GED preparation and college preparation on a year-round basis. Classes are continuous; students may enter at any time during the year. Students must be consumers within Horizon House's system of mental health rehabilitation or drug and alcohol recovery services or they must be consumers of comparable services within an agency affiliated officially with Horizon House.

Housing Authority of Lycoming County
1941 Lincoln Drive
Williamsport, PA 17701

Contact: Dan Merk
ABE Program Director
Phone: 717-326-0587
Fax: 717-322-2197
Literacy services: dlmerkey@tekscape.com
Services: ABE, GED, Family Literacy
Other services: Employment and training programs
No. of students: 35
No. of paid staff: 1
Availability: Day classes. Community based.
Counties served: Lycoming
Description of sites: Program is operated at the Loyalsock Community Center located at the Pennvale Housing Project.
Program description: Program offers ABE/GED classes for residents of Lycoming County Housing Authority projects. Instruction utilizes both computer and written materials as well as a family literacy base. Job-specific and job-readiness materials are also incorporated to prepare students for employment. Program is operated by STEP, Inc.

Housing Authority of the County of Lawrence
P.O. Box 988
New Castle, PA 16103

Contact: Marcia S. Anderson
ABE Program Director
Phone: 412-654-1500
E-mail address: HLXV69B@PRODIGY.COM
Services: ABE
Languages spoken by staff: Spanish, French
No. of students: 45
No. of paid staff: 2
No. of volunteer staff: 2
Availability: Day classes. Community based.
Counties served: Lawrence
Description of sites: Sites are community centers of the Housing Authority and are located within specific developments.
Program description: ABE classes are offered as small-group instruction four days a week in one of four community centers. The target learner reads above the fifth-grade level and is either preparing to enter GED classes or improve existing skills so that he or she is able to enter training for work or the job market.

Huntingdon County Child and Adult Development Corporation
723 Portland Avenue
Huntingdon, PA 16652

Contact: Louise Ketner
ABE Program Director
Phone: 814-643-5199
Fax: 814-643-2273
E-mail address: ketner@vicon.net
Services: Literacy
No. of students: 39
No. of paid staff: 7
No. of volunteer staff: 5
Availability: Day classes. Evening classes.
Counties served: Huntingdon
Description of sites: Mt. Union-St. Catherines School Hall. Huntingdon - Portland Avenue Complex.
Program description: Project incorporates goal-setting, diagnostic and prescriptive individualized literacy and ABE level instruction in a holistic system approach to adult learning. A variety of additional instruction, video-based math and writing materials, as well as parenting and budgeting strands using small-group instruction.

IHM Center for Literacy & GED Program
425 W. Lindley Ave.
Philadelphia, PA 19120

Contact: Sister Mary E. Eckardt
ABE Program Director
Phone: 215-457-2232
Fax: 215-457-2232
Services: Literacy, ABE, GED, ESL, Workplace
Languages spoken by staff: Spanish
No. of students: 490
No. of paid staff: 1
No. of volunteer staff: 41
Availability: Day classes. Evening classes.
Counties served: Philadelphia
Description of sites: Southwest (Kingsessing) and North (Olney) sections

Program description: To teach English to speakers of other languages and to increase literacy by equipping our learners with the skills that are necessary to function in today's world.

Indian Valley Opportunity Center
201 Main Street
Souderton, PA 18964

Contact: Richard G. Detwiler
Director

Phone: 215-723-5430

E-mail address: ivoc@juno.com

Services: Literacy, ABE, GED, ESL, Workplace

Languages spoken by staff: Spanish, Vietnamese, Korean, Polish, Portuguese

Other services: Social Services: Case management, information and referral, emergency assistance, food pantry, parenting skills, training and counseling, immigration counseling, interpreting and translating.

No. of students: 200

No. of paid staff: 11

No. of volunteer staff: 45

Availability: Day classes. Evening classes. Community based.

Counties served: Montgomery and a small part of Bucks

Description of sites: ESL classrooms at church locations in Lansdale and Souderton, ESL classes at workplaces, one-on-one tutoring at various locations—libraries, churches, homes.

Program description: Social services to low-income people. Language and culture bridging services to multicultural community. Adult education services—volunteer tutoring program—literacy.ABE, GED, ESL. ESL program—community classes and workplace classes.

Indochinese-American Council
4936 Old York Road
Philadelphia, PA 19141

Contact: Vuong G. Thuy
Executive Director

Phone: 215-457-0272

Fax: 215-457-0557

Services: Literacy, ABE, GED, ESL, Workplace

Languages spoken by staff: French, Vietnamese, Cambodian, Chinese (Mandarin and Cantonese), Creole French, Russian, Spanish, and German

Other services: Basic education, computer training, counseling, employment, healthcare training, tutoring, etc.

No. of students: 45

No. of paid staff: 15

No. of volunteer staff: 6

Availability: Day classes. Evening classes. Community based.

Counties served: Philadelphia

Description of sites: The Council operates two community service centers: 4936 Old York Road, Phila., and 4666-68 N. 15th Street, Phila.

Program description: The Council provides a variety of services to empower at-risk, low-income minorities, ages 6-65, including refugees and immigrants from all over the world. The services include basic education, employment and skills training, counseling and employment services, tutoring, and mentoring.

Inglis House, A Wheelchair Community
2600 Belmont Ave.
Philadelphia, PA 19131

Contact: Paula Silver
Director of Education

Phone: 215-581-0734

Fax: 215-878-5158

E-mail address: inglis@voicenet.com

Services: Literacy, ABE, GED

No. of students: 90

No. of paid staff: 7

No. of volunteer staff: 6

Availability: Day classes. Evening classes. Community based.

Counties served: Philadelphia

Description of sites: Three small classrooms, one quiet study room, and a computer lab containing 13 PCs and related equipment.

Program description: Inglis House education programs serve both residents on-side as well as adult learners in the community. Services include basic literacy, specific skills, and GED instruction for clients living at Inglis House and those from the larger community.

Institute for the Study of Civic Values
1218 Chestnut Street, Suite 702
Philadelphia, PA 19107

Contact: Michael Marsico
Director

Phone: 215-238-1434

Fax: 215-238-0530

E-mail address: mikmarsl@aol.com

Services: Literacy, ABE, GED, ESL

Languages spoken by staff: Spanish

No. of students: 150
No. of paid staff: 2
No. of volunteer staff: 45
Availability: Day classes. Evening classes. Community based.
Counties served: Philadelphia
Description of sites: 6424 Woodland Ave.: Three classes, one-on-one, and other services (AIDS education, after school program for children). 736 S. 3rd Street: One class and one-on-one. 2213 Sergeant Street: one-on-one
Program description: Institute provides classes and one-on-one for 150 students a year. Utilizes community sites, libraries, center city address, and various businesses in the city. The Institute works with newspapers to advertise for volunteer tutors and to announce classes. Currently have four classes, two in the evening and two in the daytime.

Interim House Inc.
333 W. Upsal St.
Philadelphia, PA 19119
Contact: Kathy Wellbank
ABE Program Director
Phone: 215-849-4606
Fax: 215-849-3776

Intermediate Unit 1
One Intermediate Unit Drive
Coal Center, PA 15423
Contact: Sue R. Conrady
ABE Program Director
Phone: 412-938-3241
Fax: 412-938-8722
Services: Literacy, ABE, GED
Other services: School-to-work, Institutional ABE
No. of students: 615
No. of paid staff: 24
No. of volunteer staff: 20
Availability: Day classes. Evening classes. School based.
Counties served: Greene, Fayette, Washington
Description of sites: Two full-time adult centers and one part-time community-based program in schools' community
Program description: Adult education program serves undereducated adults in three counties through individualized literacy, ABE, GED, and school-to-work classes taught by PA-certified teachers. Flexible schedules and various class locations available thoughout these counties.

International Institute of Erie
517 E. 26th Street
Erie, PA 16504
Contact: Michael Murnock
Executive Director
Phone: 814-452-3935
Fax: 814-452-3318
Services: ESL, Workplace
Languages spoken by staff: Russian, Spanish, French
Other services: Caseworker, employment, immigration, food bank, clothing bank, day care
No. of students: 75
No. of paid staff: 25
No. of volunteer staff: 20
Availability: Day classes. Evening classes. Community based.
Counties served: Greene, Fayette, Washington
Description of sites: Two full-time Adult Centers plus part-time community-based programs in schools, community centers, and three county institutions.
Program description: Program teaches phonics, beginning, and intermediate ESL using a strong grammar approach.

Jefferson County DuBois AVTS
100 Jefftech Drive
Reynoldsville, PA 15851
Contact: Michael J. Knobloch
ABE Program Director
Phone: 814-653-8265
Fax: 814-653-8425
E-mail address: knobloch@jefftech.tech.pa.us
Services: ABE
No. of students: 15
No. of paid staff: 4
Availability: Evening classes. School based.
Counties served: Jefferson, Clearfield
Description of sites: Classroom
Program description: ABE program offers small-group instruction to students and reviews academic skills in the following areas: mathematics, English, writing skills, and social studies/science. The broad areas covered in these classes allow for a general review of the emphasized subject area and the organization of the classes allow for individual needs to be met.

Guide to Services Provided:
Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Jefferson-Clarion County Economic Opportunity Association Inc.

105 Grace Way
Punxsutawney, PA 15767

Contact: Judith K. Elkin, ABE Program Director
Phone: 814-938-3302
Fax: 814-938-7596
Services: Literacy, ABE, GED
Languages spoken by staff: Have access to interpreters for Spanish and German
Other services: Parenting classes for Head Start parents
No. of students: 110
No. of paid staff: 6
No. of volunteer staff: 35
Availability: Day classes. Evening classes. Community based.
Counties served: Jefferson
Description of sites: Classrooms at high schools in evenings. Also use libraries and Army Reserve centers
Program description: Provides adults with private one-on-one tutoring to learn to read and classes to improve their basic skills and/or earn their GED. All services are confidential and free. Books are provided. Referrals are provided to available job training services and educational opportunity centers. Employability and Self-Esteem workshops can be provided.

Jewish Community Center's David Neuman Senior Center

6600 Bustleton Avenue
Philadelphia, PA 19149

Contact: Susan Adams, ABE Program Director
Phone: 215-338-9800
Fax: 215-338-3235
Services: ESL
Languages spoken by staff: Yiddish, Russian
Other services: Provides daily meals, health services, counseling, referrals, continuing education, and volunteer opportunities
No. of students: 345
No. of paid staff: 3
No. of volunteer staff: 40
Availability: Day classes. Community based.
Counties served: Philadelphia
Description of sites: Senior Center, Synagogue, Federation Housing Inc.
Program description: Offers a full spectrum of ESL classes. Primary goal is to teach survival skills. Classes are held twice a week. Conversational English and citizenship preparation classes are also available. Classes held at the Neuman Center and four sites in Northeastern Philadelphia.

Johnsonburg Public Library

520 Market Street
Johnsonburg, PA 15845

Contact: Bette Decker, ABE Program Director
Phone: 814-965-5492
Fax: 814-824-2810
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Italian, Spanish
Other services: Tutoring in prison; work release outlet to nearby industries for textbooks, etc.; base used for tutoring "delinquent" high school students.
No. of students: 35
No. of paid staff: 3
No. of volunteer staff: 13
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Elk
Description of sites: 425 square miles, population 35,000—covers towns of St. Mary's, Ridgeway, Johnsonburg, Kersey, Wilcox
Program description: Provides services that require some degree of literacy that enables individuals to be able to function adequately.

Juniata Valley School District

RR 1, PO Box 318
Alexandria, PA 16611

Contact: Catherine Grieb, ABE/GED Program Coordinator
Phone: 814-669-4401
Fax: 814-669-4492
Services: ABE, GED
No. of students: 20
No. of paid staff: 3
Availability: Day classes. Evening classes. School based.
Counties served: Huntingdon
Description of sites: Classroom learning center and, when needed, one-on-one tutoring in individual's home.
Program description: The ABE/GED program is open entry for any adult over 17 years of age who does not have a high school diploma. The program offers both day and evening classes at convenient sites for the surrounding community. Class types consist of one-on-one instruciton, small-group instruction, and computer-aided

instruction. Adults who enter the program find themselves in a flexible, non-threatening, and encouraging program.

Korean Community Development Service Center
6055 N. 5th Street
Philadelphia, PA 19120

Contact: Judy Kim
ABE Program Director
Phone: 215-276-8830
Fax: 215-224-8150
Services: ESL
Languages spoken by staff: Korean, Spanish, Chinese, Cambodian
Other services: Community-based services
No. of students: 185
No. of paid staff: 8
No. of volunteer staff: 3
Availability: Evening classes. Community based.
Description of sites: Classrooms
Program description: Program designed to use trained instructors to help adults improve their basic reading and writing skills. Through free educational enhancement services, the needs of the city and its surrounding area are being met.

La Comunidad Hispana, Incorporated
219 Birch Street
Kennett Square, PA 19348

Contact: Claire R. Russell
ABE Program Director
Phone: 610-444-4545
Fax: 610-444-6407
E-mail address: crussell@locke.ccil.org
Services: GED, ESL
Languages spoken by staff: Spanish
Other services: Social services including: information; referrals; employment placement and problem-solving; emergency food, clothing, shelter; translation and interpretation; case management, etc.
No. of students: 230
No. of paid staff: 12
No. of volunteer staff: 10
Availability: Day classes. Evening classes. Community based.
Counties served: Chester (mostly southern)
Description of sites: Classes given at social service agencies and churches
Program description: Provides ESL, pre-GED, GED (in Spanish), and Spanish classes in the Southern Chester County area. Agency staff are bilingual. The program works in collaboration with all Pennsylvania Department of Education funded programs in Chester County.

Lackawanna Junior College
501 Vine Street
Scranton, PA 18509

Contact: Joyce P. Kerrick
Director
Phone: 717-961-7834
Fax: 717-961-7858
E-mail address: joycepk@aol.com
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish, German
No. of students: 150
No. of paid staff: 4
No. of volunteer staff: 25
Availability: Day classes. Evening classes. Community based.
Counties served: Lackawanna, Luzerne
Description of sites: Junior College, workplaces, family centers, housing development, one-on-one at college or in other public places.
Program description: Program provides a variety of adult education programs including literacy tutoring, adult basic education, GED, ESL, and workplace education. Family literacy is incorporated into all of our curricula. Main method of teaching is small groups. Computer-assisted instruction is also available.

Lancaster-Lebanon Intermediate Unit 13
1110 Enterprise Road
East Petersburg, PA 17520

Contact: Dr. David P. Karl
Director of Adult Education
Phone: 717-273-0778
Fax: 717-270-2943
E-mail address: Dave_Karl@qmgateway.iu13.k12.pa.us
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish, French
Other services: Vocational English Training, GED Test Administration, County Prison Programs, International English Training for Adults, Southeast Professional Development Center, Even Start, Displaced Worker Program.
No. of students: 2,900
No. of paid staff: 63
No. of volunteer staff: 30
Availability: Day classes. Evening classes. Community based. School based.

Counties served:	Lancaster, Lebanon
Description of sites:	3 Centers (Lancaster, Lebanon, Millersville), 35 satellite classes, Southeast Professional Development Center
Program description:	Offers comprehensive adult basic education services to adults in Lancaster and Lebanon counties. In addition to ABE, GED, and ESL classes, IU 13 offers workforce education, family literacy, job training, and professional development services.

LaSalle University, Adult Learning Project
1900 W. Olney Ave., Box 829
Philadelphia, PA 19141

Contact:	Millicent Carvalho ABE Program Director
Phone:	215-951-1187
Fax:	215-951-1411
E-mail address:	CARVALH@LASALLE.EDU
Services:	Literacy, ABE, GED, ESL
Languages spoken by staff:	Spanish
No. of students:	135
No. of paid staff:	7
No. of volunteer staff:	5
Availability:	Day classes. Evening classes. School based.
Counties served:	Philadelphia, Montgomery
Description of sites:	University-based community services center, serving primarily northwest Philadelphia and environs through adult literacy.
Program description:	LaSalle University's Urban Studies and Community Services Center offers educational services to adults who seek to advance their education. ABE, ESL, and GED test preparation are offered. The center also serves as a GED test center. The staff of the Urban Center also strive to act upon the needs of those living near LaSalle and to identify resources appropriate for successful partnerships.

Lebanon County Housing Authority
1012 Brock Drive
Lebanon, PA 17046

Contact:	Michael Barrett Director of Social Services
Phone:	717-273-8901
Fax:	717-273-8942
Services:	ABE, GED, Family Literacy
Other services:	Life skills: budgeting, time management; advocacy with community agencies
No. of students:	50
No. of paid staff:	3
Availability:	Day classes. Community based.
Counties served:	Lebanon
Description of sites:	One site located at a Housing Authority community building.
Program description:	Program provides adult education and life skills education to residents of Lebanon County, especially those in public/subsidized housing, shelters, or in a housing crisis. The environment is supportive and nonjudgemental and is structured much like a one-room schoolhouse with a lot of small-group and peer teaching. The staff is well versed in nontraditional strategies for adults.

Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA 18078

Contact:	Lauren Giguere ABE Program Director
Phone:	610-776-1998
Fax:	610-776-6503
E-mail address:	lkg9@lex.lccc.edu
Services:	ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff:	Spanish
No. of students:	255
No. of paid staff:	7
No. of volunteer staff:	1
Availability:	Day classes. Evening classes. School based.
Counties served:	Lehigh
Description of sites:	Institutional programs include a prison, state hospital, and drug rehabilitation.
Program description:	Program includes a community agency, THE PROGRAM for women and families and an ABE/GED/ESL program for institutionalized adults at a prison, a state hospital, and a drug rehabilitation center. Includes ABE/GED and family literacy instruction at a community agency for disadvantaged women as well as workplace ABE at a local company.

Library for the Blind and Physically Handicapped (Mayor's Commission on Literacy)
919 Walnut Street
Philadelphia, PA 19107

Contact:	Jill Gross Program Coordinator
Phone:	215-925-3213
Fax:	215-928-0856
E-mail address:	adaged@libertynet.org
Services:	ABE, GED
Other services:	Access for the blind, physically

handicapped, and other disabilities.

No. of students: 70

No. of paid staff: 3

No. of volunteer staff: 2

Availability Day classes.

Counties served: Philadelphia and surrounding

Program description: GED classes. Tutoring and GED testing with special accommodations for the disabled. Accessible, adaptive workstations.

The Lighthouse, Inc.
152 W. Lehigh Avenue
Philadelphia, PA 19133

Contact: Carmen Feliciano
ABE Program Director

Phone: 215-425-7800

Fax: 215-425-6091

Services: ABE, GED, ESL, Family Literacy

Languages spoken by staff: Spanish

Other services: Economic development, year-round child care, youth services and recreation, community organizing for school reform.

No. of students: 200

No. of paid staff: 14

No. of volunteer staff: 1

Availability: Day classes. Evening classes. Community based.

Counties served: Philadelphia

Description of sites: Multi-service community-based organization.

Program description: Provides a comprehensive array of services for adults 18 years of age or older. Includes day and evening classes for ESL, GED, and pre-GED in English and Spanish, ABE in English; childcare; workshops; class excursions; vocational orientation; some counseling.

Lincoln Intermediate Unit 12
P.O. Box 70
New Oxford, PA 17350

Contact: Henry P. Wardrop
Special Projects Coordinator

Phone: 717-624-4616

Fax: 717-624-3813

TDD: 717-624-4616

Services: Literacy, ABE, GED, ESL

Other services: The Special Projects Division also offers job search programs through JTPA, SPOC, SEARCH. Official GED test center.

No. of students: 1,500

No. of paid staff: 52

No. of volunteer staff: 400

Availability: Day classes. Evening classes. School based.

Counties served: Adams, Franklin, York

Description of sites: Various site locations include learning centers, schools, and churches as well as mutually agreed upon sites for tutors and students.

Program description: Free classes are offered to any PA resident 17 years of age or older who want to learn to read, brush up on skills before taking the GED examination, or learn to speak and/or write the English language. An official GED Test Center is also available through the program.

Literacy Council of Lancaster-Lebanon, LVA
38 W. King Street
Lancaster, PA 17603

Contact: Mary Hohensee
ABE Program Director

Phone: 717-295-5523

Fax: 717-295-3025

E-mail address: marylit@aol.com

Services: Literacy, ESL

Languages spoken by staff: Spanish

No. of students: 325

No. of paid staff: 6

No. of volunteer staff: 250

Availability: Day classes. Evening classes. Community based.

Counties served: Lancaster, Lebanon

Description of sites: Tutoring at either the center or in a convenient private location.

Program description: Provides one-on-one and small-group tutoring service to adults who wish to improve their basic skills to achieve their personal educational goals. All tutoring is provided by volunteer tutors.

Literacy Council of Norristown
113 E Airy St.
Norristown, PA 19401

Contact: Maria S. Chapis
ABE Program Direcvtor

Phone: 610-292-8515

Fax: 610-292-8528

Services: Literacy, ABE, GED, ESL

Languages spoken by staff: Spanish, French

No. of students: 100

No. of paid staff: 10

No. of volunteer staff: 96

Availability: Day classes. Evening classes. Community based.

Counties served: Montgomery

Description of sites: Any public place, church, library, community center

Program description: The Literacy Council of

Norristown provides instruction for adult students, age 17 and older, who need help with basic skills in reading, writing, and math. Volunteers are trained to tutor adults one-on-one. Each student is evaluated and matched with a tutor. Beginning, intermediate, and advanced speakers of English of a second language may register for evening classes which are held twice weekly. Please call (610) 292-8515 for more information.

Literacy Council of Reading-Berks

519 Elm Street
Reading, PA 19601

Contact: Joan M. Breisch
Executive Director
Phone: 610-372-7876
Fax: 610-375-6336
E-mail address: lcrb@lXnetcom.com
Services: Literacy, ABE, GED, ESL, Family Literacy
Languages spoken by staff: Spanish, Vietnamese, Polish
Other services: Computer-assisted learning, biannual citizenship classes
No. of students: 402
No. of paid staff: 10
No. of volunteer staff: 277
Availability: Day classes. Evening classes. Community based.
Counties served: Berks
Description of sites: Comprehensive adult learning center; one-on-one tutoring in churches, YMCAs, libraries, and homes.
Program description: Trains volunteers to tutor one-on-one both basic literacy skills and English conversational skills to adults in Berks County. Offers citizenship classes to those eligible for naturalization. Provide support, materials, and linkage services to adult learners. Disburses information regarding literacy and the availability of literacy services in Reading and Berks areas.

Literacy Council of Venango County

1243 Liberty Street, Suite 314
Franklin, PA 16323

Contact: Maloy Beach
Executive Director
Phone: 814-432-7323
Fax: 814-437-5716
Services: Literacy, ABE, GED, ESL
Languages spoken by staff: Spanish, Tagalog
Other services: Jail literacy, ASVAB, life skills, job search, tutor training, staff development, assessment, educational counseling.
No. of students: 190
No. of paid staff: 2
No. of volunteer staff: 75
Availability: Day classes. Evening classes. Community based.
Counties served: Venango
Description of sites: One-on-one tutoring at neutral sites, such as churches, literacy council, and libraries.
Program description: Offers one-on-one tutoring in literacy, ABE, GED, and ESL to adults 17 years and older and out of school. Lessons are provided by volunteer trained tutors at no cost to the student.

Lutheran Child/Family Services

5901 N. 5th St.
Philadelphia, PA 19120

Contact: Harriet J. Brener
Community Service Supervisor
Phone: 215-276-7800
Fax: 215-276-7813

Lutheran Social Mission Society/Lutheran Settlement House

1340 Frankford Avenue
Philadelphia, PA 19125

Contact: Antoinette Falco
Education Coordinator
Phone: 215-426-8610
Fax: 215-426-0581
E-mail address: luthersh@libertynet.org
Services: Literacy, ABE, GED, ESL
Languages spoken by staff: Spanish
Other services: Computer learning lab, after-school Homework Club.
No. of students: 600
No. of paid staff: 15
No. of volunteer staff: 10
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Philadelphia
Description of sites: Community center, public schools, public libraries, hospital, drug treatment centers, halfway houses.
Program description: Offers 24 basic education classes, along with individual tutoring, vocational and educational counseling, and computer-assisted instruction. Classes range from beginning reading to high school equivalency preparation and ESL. All on-site education unit classes include a computer lab component.

Luzerne County Community College
1333 S. Prospect St.
Nanticoke, PA 18634

Contact:	Margaret Rood Coordinator
Phone:	717-829-7413
Fax:	717-829-7405
E-mail address:	prood@luzerne.edu
Services:	Literacy, ABE, GED, ESL
Languages spoken by staff:	Hispanic
No. of students:	305
No. of paid staff:	18
No. of volunteer staff:	10
Availability:	Day classes. Evening classes. School based.
Counties served:	Luzerne
Description of sites:	Job Centers, churches, Head Start sites, library, ARC, HUD projects, high school, and family centers.
Program description:	The Adult Literacy Training & Assistance Program provides free basic skills training to eligible clients at all instructional levels through grade 12, including ESL and GED instruction. Certified instructors and trained volunteers are used in group and individual (one-on-one) instructional settings.

Luzerne Intermediate Unit 18
368 Tioga Ave.
Kingston, PA 18704

Contact:	Frank Nardone ABE Programs Director, federal and state programs
Phone:	717-287-9681, Ext. 140
Fax:	717-287-5721
E-mail address:	FNARD@MSN.COM
Services:	Literacy, ABE, GED, Workplace
Languages spoken by staff:	Spanish
Other services:	Single Point of Contact, Job Training Partnership.
No. of students:	120
No. of paid staff:	2
No. of volunteer staff:	2
Availability:	Day classes. Evening classes.
Counties served:	Luzerne
Program description:	Adult education program is a part-time instructional and community service program for high school dropouts. Instructors diagnose skill areas and design a prescription for remediation in the form of an individual education plan with career-related goals. Instruction and service interrelate with the skills curriculum driven by the GED.

Lycoming County Library System
19 E. 4th Street
Williamsport, PA 17701

Contact:	Linda Herr ABE Director
Phone:	717-321-0200
Fax:	717-323-6938
Services:	Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff:	70
No. of students:	160
No. of paid staff:	4
No. of volunteer staff:	12
Availability:	Day classes. Evening classes. Community based.
Counties served:	Lycoming
Description of sites:	Varied
Program description:	Lycoming County Library System Literacy Project provides one-on-one basic skills instruction, GED preparation, on- or off-site workplace instruction tailored to specific needs of the industry. ESL instruction is provided one-on-one or in small-group sessions. Family literacy services are provided at present in the context of ESL instruction.

Manito Inc.
7564 Brown's Mill Road
Chambersburg, PA 17201

Contact:	Robert C. Whitmore President
Phone:	717-375-4834
Fax:	717-375-4067
Services:	Literacy, ABE, GED, ESL
No. of students:	75
No. of paid staff:	3
No. of volunteer staff:	4
Availability:	Day classes. Evening classes.
Counties served:	Franklin
Description of sites:	Franklin County Prison
Program description:	Provides GED, ABE, ESL, and Literacy Services to the inmate population at the Franklin County Prison, including both men and women. The program is voluntary and is open to any inmate. Pre-tests are administered to determine which program is suitable for the inmate.

Guide to Services Provided:
Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Mansfield University
219 Doane Center
Mansfield, PA 16933

Contact: Diane H. Cady
ABE Program Director
Phone: 717-662-4746
Fax: 717-662-4120
E-mail address: dcady@wheat.mnsfld.edu
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish
Other services: Academic counseling, referral services, testing
No. of students: 185
No. of paid staff: 13
No. of volunteer staff: 39
Availability: Day classes. Evening classes. School based.
Counties served: Tioga, Bradford, Potter
Description of sites: ABE or GED classroom sites at Mansfield University, two school districts (elementary and secondary), three local industries, Tioga County Prison, one-on-one tutoring at churches, and libraries
Program description: Adult literacy, basic skills training, and ESL tutoring is provided by trained literacy volunteers. Day and evening community classes prepare adults for GED test. A family literacy site also offers diverse services. Education classes meet at three industrial locations, and a corrections education program at the prison assists inmates in preparing for the GED. Counseling and testing are provided.

Marywood College, School of Continuing Education
2300 Adams Ave.
Scranton, PA 18509

Contact: Meg Cullen-Brown
ABE Program Director
Phone: 717-348-6237
Fax: 717-343-5030
E-mail address: BROWNM@MARYWOOD.EDU
Services: GED
No. of students: 110
No. of paid staff: 7
Availability: Evening classes. School based.
Counties served: Lackawanna
Description of sites: GED classes are held on site at Marywood's campus and at the Lackawanna County Prison.
Program description: Marywood School of Continuing Education is currently funded to offer two GED programs. The first is on site at the Lackawanna County Prison and is restricted to the prison population. The second program provides 100 hours of classroom instruction free to the general public. This program is designed to prepare students for the state high school equivalency exam.

Mayor's Commission on Literacy
1500 Walnut Street, 18th Floor
Philadelphia, PA 19102

Contact: Rose M. Brandt
Executive Director
Phone: 215-685-6602
Fax: 215-685-6620
E-mail address: mcol@philadelphia.libertynet.org
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish
Other services: Information and referral, tutor training, site coordinator training, professional development, technology assistance, other technical assistance to sites.
No. of students: 8,000
No. of paid staff: 14
No. of volunteer staff: 1,000
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Philadelphia
Description of sites: Over 300 sites throughout the city in a variety of settings (e.g. schools, community centers, churches, temples, recreation center, libraries)
Program description: Information and referral of students and tutors, support provided to over 300 sites throughout the city that provide Literacy, ABE, GED, ESL, workplace, and family literacy services.

Mercer County AVTS
776 Greenville Road, P.O.Box 152
Mercer, PA 16137

Contact: Cathy Wright
ABE/GED Instructor
Phone: 412-662-3000
Fax: 412-662-1025
Services: Literacy, ABE, GED
No. of students: 125
No. of paid staff: 3
Availability: Day classes. Evening classes. School based.
Counties served: Mercer
Description of sites: Classes in a vocational-technical school and outstationed high school sites in county.

Program description: ABE and GED classes are held day and evening. Assessment of students pinpoint the level of the curriculum for each student and much of the instruction is one-on-one tutoring.

Metropolitan Career Center, Philadelphia
162 W. Chelton Avenue, 2nd Floor
Philadelphia, PA 19144

Contact: Rhonda McClenton
ABE Program Director
Phone: 215-843-6615
Fax: 215-843-7661
E-mail address: MCC2000@philadelphia.libertynet.org
Services: Literacy, ABE, GED, Workplace
Description of sites: Modern office-like setting; state-of-the-art computer labs.
Program Description: Training and education services.

Mid-State Literacy Council
204 Calder Way
State College, PA 16801

Contact: Monica Mathews
Director
Phone: 814-238-1809
Fax: 814-234-7882
E-mail address: MSLC3@AOL.COM
Services: Literacy, ABE, ESL, Workplace, Family Literacy
No. of students: 418
No. of paid staff: 9
No. of volunteer staff: 200
Availability: Day classes. Evening classes. Community based.
Counties served: Centre, Clearfield
Description of sites: Three office locations (two with computer labs); individual settings at convenience of learner and tutor.
Program description: One-on-one tutoring for adult basic education, literacy, and ESL using trained tutors in individualized settings.

Midwestern Intermediate Unit 4
453 Maple Street
Grove City, PA 16127

Contact: Elaine Nagel
ABE Program Director
Phone: 412-458-6700
Fax: 412-458-5083
TDD: 412-458-1591
Services: ABE, GED
Other services: County correctional institutions, GED services
No. of students: 275
No. of paid staff: 20 part time
Availability: Day classes. Evening classes. School based.
Counties served: Butler, Lawrence, Mercer
Description of sites: Community based sites: churches, schools, recreation centers, Head Start buildings, etc.
Program description: Program prepares students to read, write, and develop skills needed to succeed in everyday life. The program prepares participants for the GED. Program emphasizes individual instruction based on the need of each student. Classes are taught by state-certified teachers and served by a counselor to help participants with educational and vocational plans.

Mifflin County Library Literacy Program
123 N. Wayne Street
Lewistown, PA 17044

Contact: Cathy Forsythe
Literacy Coordinator
Phone: 717-242-2391
Fax: 717-242-2825
Services: Literacy, ESL
No. of students: 105
No. of paid staff: 1
No. of volunteer staff: 75
Availability: Day classes. Evening classes. Community based.
Counties served: Mifflin
Description of sites: One-on-one tutoring space available at main library and four branch libraries. Some tutoring done in homes, churches, banks, etc.
Program description: Program provides free training to any adult resident of the county who wants to improve their reading, writing, basic math, survival skills, and/or learn English as a second language. Volunteer tutors work one-on-one or with a small group of adult learners to help them achieve their goals.

Montgomery County Intermediate Unit 23
1605-B W. Main St.
Norristown, PA 19403

Contact: Larry Rees
Adult Basic Education Supervisor
Phone: 215-355-7586

Montgomery County OIC
Arch and East Basin Streets
Norristown, PA 19401

Contact: Rosalie G. Davies
ABE Program Director
Phone: 610-279-9700
Fax: 610-279-9705

Nationalities Service Center
1300 Spruce Street
Philadelphia, PA 19107

Contact:	Harry Ringel GED Program Director
Phone:	215-893-8400
Fax:	215-735-9718
E-mail address:	HRingel580@aol.com
Services:	Literacy, ABE, GED, ESL
Languages spoken by staff:	French, Spanish, Vietnamese, etc.
Other services:	Counseling, community, aging
No. of students:	85
No. of paid staff:	5
No. of volunteer staff:	3
Availability:	Day classes. Evening classes. Community based.
Counties served:	Philadelphia, Montgomery, Delaware
Description of sites:	Center City Philadelphia location
Program description:	Pre-GED and GED classes for student population composed primarily of students of ESL background and DPW referrals.

Nazareth Area School District
8 Center Square
Nazareth, PA 18064

Contact:	Sherwood Frederick ABE Program Director
Phone:	610-759-1730
Fax:	610-746-2599
Services:	Literacy, GED, ESL
No. of students:	50
No. of paid staff:	5
No. of volunteer staff:	4
Availability:	Evening classes. School based.
Counties served:	Northampton
Description of sites:	Library at Nazareth Area High School
Program description:	September through May, 6:30-8:30, Tuesday and Thursday evenings. Offering adult equivalency diploma to GED students.

New World Association of Emigrants from Russia in Pennsylvania
2218 Glendale St.
Philadelphia, PA 19152

Contact:	Ella Suplin Executive Director
Phone:	215-725-2706
Fax:	215-725-3214
Services:	ESL
Languages spoken by staff:	Russian
Other services:	TAP, Town Watch, citizenship, social services
No. of students:	480
No. of paid staff:	9
No. of volunteer staff:	11
Availability:	Day classes. Evening classes. Community based.
Counties served:	Philadelphia, Bucks, Montgomery
Description of sites:	Comprehensive adult learning center
Program description:	The NWA is serving the immigrant Slavic population in the Philadelphia area. The NWA's primary mission has been to provide literacy instruction, supportive social services, and job referral to empower its clients to fully participate in the social and economic life of their new community. Over 14 years NWA has provided ESL instruction to over 4,000 adult learners with the support of PDE.

Norristown Area School District
401 N. Whitehall Rd.
Norristown, PA 19403

Contact:	Joseph Beech ABE Program Director
Phone:	610-630-5066
Fax:	610-630-5115

Northampton County Community College
3835 Green Pond Road
Bethlehem, PA 18017

Contact:	Manuel A. Gonzalez Director of Adult Literacy
Phone:	610-861-5427
Fax:	610-861-5093
E-mail address:	mag@pmail.nrhm.cc.pa.us
Services:	Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff:	Spanish
No. of students:	2,000
No. of paid staff:	70
No. of volunteer staff:	150
Availability:	Day classes. Evening classes. Community based. School based.
Counties served:	Northampton, Monroe, Wayne
Description of sites:	On campus and in the community
Program description:	Offers classes in literacy, life skills, ABE, GED, and ESL at a variety of locations in Northampton, Monroe, and Wayne counties. Classes are offered during day and evening, and are free to the public.

Northeastern Educational Intermediate Unit 19

1200 Line Street
Archbald, PA 18403

Contact:	Ronald Wilcha ABE Program Director
Phone:	717-876-9220
Fax:	717-876-8660
Services:	ABE, GED
No. of students:	50
No. of paid staff:	2
No. of volunteer staff:	on
Counties served:	Lackawanna, Wyoming, Luzerne, Susquehanna, Wayne
Description of sites:	Clarks Summit State Hospital

Northern Tier Career Center *See Bradford Co. AVTS*

Northern Tier Community Action Corporation (Cameron County)

P.O. Box 389
Emporium, PA 15834

Contact:	Judith E. Blumle ABE Program Director
Phone:	814-486-1161
Fax:	814-486-0825
Services:	Literacy, ABE, GED
No. of students:	30
No. of paid staff:	1
No. of volunteer staff:	2
Availability:	Day classes. Community based.
Counties served:	Cameron
Description of sites:	Adult Learning Center
Program description:	Program offers a flexible program of education services to adults over 18 years of age. Students can learn to read, improve reading and math skills, study for the GED exam. This program, because it is small, can accommodate most learners' schedules and learning styles.

Northwest Tri-County Intermediate Unit 5

670 West 36th Street — 252 Waterford Street
Erie, PA 16508 — Edinboro, PA 16412

Contact:	Richard Gacka or Bootsie Barbour ABE Program Coordinator
Phone:	814-866-3105
Fax:	814-734-5806
E-mail address:	NorthWPDC@aol.com
Services:	Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff:	Spanish
Other services:	Adult education School-to-Work program, Northwest Professional Development Center
No. of students:	330
No. of paid staff:	33
No. of volunteer staff:	30
Availability:	Day classes. Evening classes. School based.
Counties served:	Erie, Warren
Description of sites:	Comprehensive adult learning center
Program description:	Provides services including student assesment, GED test scheduling, referral to appropriate programs and case management. Programs are offered at a variety of levels within the areas of Adult Basic Education, GED preparation and ESL. Programs are designed specifically to prepare persons for employment are also offered. Programs offered at a central location in Erie City as well as at a number of satellite sites.

Northwestern Human Services of Philadelphia

27 E. Mt. Airy Avenue
Philadelphia, PA 19119

Contact:	Michael Carr ABE Program Director
Phone:	215-843-6200
Fax:	215-843-2858
E-mail address:	LRNCON@Philadelphia.Libertynet.org
Services:	ABE, GED, Workplace (in conjunction with the Northwest Vocational Program)
Languages spoken by staff:	Program Director: German and Yiddish
Other services:	Comprehensive mental health and substance abuse services
No. of students:	35
No. of paid staff:	2
No. of volunteer staff:	3
Availability:	Day classes. Community based.
Counties served:	Philadelphia
Description of sites:	Learning Connection is located at the Germantown Day Program, 5429 Germantown Avenue, Philadelphia, PA 19144
Program description:	Learning Connection is an ABE/GED program targeted to serve a special population recovering from serious mental illness. Learning Connection is located in a large innovative mental health day program which includes comprehensive mental health and vocational rehabilitation services.

Partners for ESL, Inc.
1580 Carr Way
Warminster, PA 18974

Contact: Janice R. Frick
Director/Coordinator
Phone: 215-674-3793
Fax: 215-674-2777
E-mail address: pesl@libertynet.org
Services: ESL
Languages spoken by staff: Spanish
Other services: Citizenship preparation
No. of students: 150
No. of paid staff: 2
No. of volunteer staff: 35
Availability: Day classes. Community based.
Counties served: Philadelphia
Description of sites: ESL learning center for classes in Philadelphia Middle School (Barratt-16th and Wharton Streets).
Program description: Provides basic ESL instruction with pre-vocational and citizenship components to eight classes of 15-20 limited English proficiency adults at the Barratt Middle School in South Philadelphia. Limited summer and eight hours per week from September to June instruction is provided. Classes are taught by experienced ESL specialistics and/or by trained volunteer teachers.

Peirce College
1420 Pine Street
Philadelphia, PA 19102

Contact: Mr. Sung Jin Choi
ABE Program Coordinator
Phone: 215-545-6400, ext. 254
Fax: 215-545-5996
Services: ESL
No. of students: 120
No. of paid staff: 5
No. of volunteer staff: 2
Availability: Evening classes. School based.
Description of sites: Peirce College
Program description: ESL classes for community. Classes meet Tuesday and Thursday evenings for two and a half hours, and Saturday mornings for two and a half hours. Students attend five hours of classes per week.

Pen Argyl School District, Adult Education
1620 Teels Road
Pen Argyl, PA 18072

Contact: Neal B. Wicoff
ABE Program Director
Phone: 610-588-7244
Fax: 610-588-0613
Services: Literacy, ABE, GED, ESL.
Other services: Assistance with furthering education and job opportunities. Workplace services assist students with workplace issues and learning (do not offer a specific workplace class.) Family Literacy assists students with family literacy needs (do not have a specific Family Literacy class.)
No. of students: 125
No. of paid staff: 9
No. of volunteer staff: 15
Availability: Day classes. Evening classes. Community based.
Counties served: Northampton, Monroe
Description of sites: School district buidings, public libraries, church sites.
Program description: Provides a full range of adult education classes from literacy to ABE to GED instruction. The free classes are held each Monday and Wednesday night from 6-9 PM during September to May. Literacy classes help adults improve basic reading and math skills. ABE and GED classes help adults with intermediate and high school level skills in essay writing, math, science, reading, English, etc.

Penn Hills School District
309 Collins Drive
Pittsburgh, PA 15235

Contact: Bruce Thomas
ABE Program Director
Phone: 412-793-7000
Fax: 412-793-6402
Services: ABE, GED, Workplace
Languages spoken by staff: Spanish, French, German
No. of students: 49
No. of paid staff: 3
Availability: Evening classes. School based.
Counties served: Allegheny, Westmoreland
Description of sites: High school classroom
Program description: Instruction usually on individual basis, but sometimes small-group sessions are conducted. Individual IEPs, student logs, results, and accomplishments are maintained in individual files.

Classes are conducted by paid professionals in classrooms at the community high school. The first hour will be used to provide one-on-one assistance, reinforcements, and individual instruction. Remaining is group session which includes computer lab.

Penn State University, Beaver Campus / Adult Literacy Action
336 College Ave.
Beaver, PA 15009

Contact:	Nancy Woods Director, Adult Literacy Action
Phone:	412-773-7810
Fax:	412-773-7303
E-mail address:	NCW1@EMAIL.PSU.EDU
Services:	Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff:	Greek, Spanish, Chinese, Croatian, Hungarian, Slav, Italian
No. of students:	355
No. of paid staff:	14
No. of volunteer staff:	300
Availability:	Day classes. Evening classes. Community based. School based.
Counties served:	Beaver
Description of sites:	College learning center, church and housing project classrooms, rehab/jail learning centers, libraries, offices, homes, community sites, workplaces, headstart centers, etc.
Program description:	The mission of Adult Literacy Action of Penn State Beaver Campus is to foster literacy for all people through advocacy, education, research, training, and outreach, and to provide state-of-the-art literacy instruction to undereducated adults so they may acquire the basic skills necessary to function in society.

Penncrest School District
Road 1 Box 808
Saegertown, PA 16433

Contact:	Dale P. Hrach ABE Program Director
Phone:	814-967-2675
Fax:	814-967-2136
E-mail address:	dhrach@iuo5trc.trinet.k12.pa.us
Services:	ABE, GED
No. of students:	90
No. of paid staff:	8
Availability:	Evening classes. School based.
Counties served:	Crawford
Description of sites:	Three high schools located throughout the county (Maplewood, Saegertown, Conneaut Lake).
Program description:	Penncrest provides a complete education program to improve the quality of life for every member of its community by providing free, convenient programs. These programs include reading, writing, occupational, language, and job-seeking skills. The program spans all levels from beginning literacy skills to GED preparation classes.

Pennsylvania College of Technology - Technology Transfer Center and Continuing Education
One College Ave.
Williamsport, PA 17701

Contact:	Susan Clark-Teisher Project Manager
Phone:	717-327-4775
Fax:	717-321-5546
E-mail address:	scteisha@pct.edu
Services:	Workplace
No. of students:	80
No. of paid staff:	3
Counties served:	North-central Pennsylvania
Description of sites:	Workforce Education
Program description:	The Center offers noncredit education for the public. Courses provide upgrading, training, and development to enhance opportunities for individuals in their job duties, career advancement, and personal development. Customized training is offered to business and industry in CNC, materials handling, CAD/CAM, PLC, CIM, computer systems, manufacturing processes, continuing education for the health sciences, small business management, microcomputers, quality control, electronics, welding, workplace literacy, plastics and polymer technology, etc.

Pennsylvania School for the Deaf
100 W. Schoolhouse Lane
Philadelphia, PA 19144

Contact:	Gail Bober ABE Program Director
Phone:	215-951-4718
Fax:	215-951-4708
TDD:	215-951-4718
Services:	Literacy, ABE
Languages spoken by staff:	American Sign Language
No. of students:	36
No. of paid staff:	4
No. of volunteer staff:	20

Availability: Day classes. Evening classes. Community based. School based.
Counties served: Philadelphia, Delaware, Bucks, Montgomery, Chester
Description of sites: Located in the resource center of the Pennsylvania School for the Deaf
Program description: Provides literacy and adult basic education services to deaf adults whose primary language is American Sign Language. Classes meet twice a week and are taught by teachers of the deaf, with the assistance of volunteer tutors who have knowledge of sign language.

Perry County Literacy Council
P.O. Box 37
Newport, PA 17074
Contact: Carol Steiner
Executive Director
Phone: 717-567-7323
Fax: 717-567-7997
E-mail address: literacy@pa.net or steiner@pa.net
Services: Literacy, ABE, GED, ESL, Family Literacy
Other services: Commercial Drivers License preparation
No. of students: 180
No. of paid staff: 5
Availability: Day classes. Evening classes. Community based.
Counties served: Perry
Description of sites: Community-based services throughout the county, administered through office on lower level, Newport Library
Program description: Educational programs for Perry County adults designed to enable them to better function as productive and responsible citizens in today's and tomorrow's reading and technologically oriented society.

Philadelphia Housing Authority
801 Arch St.
Philadelphia, PA 19107
Contact: Yaw Owusu-Ansah
ABE Program Director
Phone: 215-684-4486
Fax: 215-684-4428

Philadelphia OIC
1231 N. Broad St.
Philadelphia, PA 19122
Contact: Phyllis Lawrence
ABE Program Director
Phone: 215-236-7700
Fax: 215-236-8970

Philadelphia School District
734 Schuylkill Avenue, Room 681
Philadelphia, PA 19146
Contact: Larry Aniloff
ABE Program Supervisor
Phone: 215-875-3829
Fax: 215-875-5740
Services: Literacy, ABE, GED
No. of paid staff: 28
Availability: Evening classes. Community based. School based.
Counties served: Philadelphia
Description of sites: Community based, school based, and in institutions
Program description: Provides community-based, school-based, and institution-based literacy services. Includes both adult basic education, CABE, and preparation for the GED.

Philadelphia Urban Partnership In Learning (PUPIL)
1127 S. Broad Street
Philadelphia, PA 19147
Contact: William Cicco
Director
Phone: 215-551-6455
Fax: 215-334-7213
Services: Literacy, ABE, GED, ESL
Languages spoken by staff: Spanish and Italian
No. of students: 65
No. of paid staff: 1
No. of volunteer staff: 15
Availability: Evening classes. Community based.
Counties served: Philadelphia
Description of sites: PUPIL is a church-based, community-oriented, adult basic and literacy education program.
Program description: PUPIL is conveniently located at 1127 S. Broad Street. Instruction is available on Tuesday and Thursday evenings, from 7-9 p.m.

Pittsburgh Housing Authority
200 Ross St.
Pittsburgh, PA 15219
Contact: Brenda Dobson
Project Supervisor
Phone: 412-362-3492

Pittsburgh School District, Connelley Technical Institute and Adult Education Center
1501 Bedford Avenue
Pittsburgh, PA 15219
Contact: Alfred Fascetti
ABE Program Director
Phone: 412-338-3710
Fax: 412-338-3708
TDD: 412-338-3704
E-mail address: Fascetti@oberon.PPS.Pgh.PA.US
Services: Literacy, ABE, GED, ESL
Other services: Full-time vocational/technical and health-related training programs.
No. of students: 1,520
No. of paid staff: 11
No. of volunteer staff: 30
Availability: Day classes. Evening classes. School based.
Counties served: Allegheny
Description of sites: Comprehensive Adult Learning Center, high schools, and elementary school centers.
Program description: Adult education programs designed to encourage motivated individuals to improve their English, reading, and math skills. All programs are based on individualized instruction to maximize the educational experience. Classes meet Monday through Friday from 8:30 am to 2:30 pm. Application accepted at all times. No tuition fee. Books and materials are provided.

Potential Reentry Opportunities in Business and Education (PROBE)
589 S. Front Street
Harrisburg, PA 17104
Contact: Kathryn Towns
President
Phone: 717-939-2260
Fax: 717-939-3146
Services: ABE, GED
Other services: Job Readiness Training, Child Care Resource & Referral, Batterers Treatment Center, Basic Computer, WITT (Women in Technology and Trade)
No. of students: 40
No. of paid staff: 4
No. of volunteer staff: 2
Availability: Day classes. Community based.
Counties served: Dauphin, Cumberland, Perry
Description of sites: Classroom setting, group and individual tutoring.
Program description: An instructor conducts small-group sessions for 20 hours per week. Each student develops an IEP with the instructor. The instructor tests students to determine appropriate instructional material, is available for assistance, monitors progress, and offers generalized group lessons. The instructor maintains a portfolio on each student and reports attendance. Students are eligible to receive free PROBE's career counseling, child care resource and referral information, and individual counseling.

Pottstown YWCA
315 King Street
Pottstown, PA 19464
Contact: Hilary Zackroff
Director, YWCA Adult Literacy Center
Phone: 610-323-1888
Fax: 610-323-5430
Services: Literacy, ABE, GED, ESL
Other services: One-on-one tutoring literacy through GED preparation, ESL classroom, beginner and intermediate levels.
No. of students: 105
No. of paid staff: 2
No. of volunteer staff: 30
Availability: Day classes. Evening classes. Community based.
Counties served: Montgomery, Chester, Berks
Description of sites: ESL classroom meets at the YWCA; one-on-one tutoring pairs meet at YWCA, churches, homes, libraries, and community centers. Day and evening.
Program description: Each year the program helps approximately 120 low-literate adults and non-English speakers to develop the literacy skills they need to become fully and productively employed, to pass on the value of reading and education to their children, and to continue learning independently. Two 90-minute sessions are scheduled each week at a time convenient to the student and tutor. ESL classes run six hours a week per level.

Private Industry Council Westmoreland/Fayette, Inc.
531 S. Main Street
Greensburg, PA 15601

Contact: Gail G. Campbell
ABE Program Director
Phone: 1-800-456-3148
Fax: 412-836-8058
TDD: 412-836-2600
Services: Literacy, ABE, GED, ESL
Workplace, Family Literacy
Other services: GED examination center, assessment, counseling, job search, computer classes
No. of students: 375
No. of paid staff: 7
No. of volunteer staff: 25
Availability: Day classes. Community based.
Counties served: Westmoreland and surrounding
Description of sites: Handicap accessible, public transportation available. Learning centers in Greensburg, New Kinsington, and Monessen.
Program description: Assessment, counseling, self-paced, individual, and small-group basic skills instruction, preparation for the GED exam, college, and training programs.

Programs Employing People
1200 S. Broad Street
Philadelphia, PA 19146

Contact: Graham B. Gill
ABE Program Director
Phone: 215-389-4006
Fax: 215-389-5228
Services: Literacy, ABE
Other services: Adult day service, vocational training
No. of students: 24
No. of paid staff: 3
Availability: Evening classes. Community based.
Counties served: Philadelphia
Description of sites: Adult Learning Center
Program description: ABE program designed to assist individuals in both economic and social environments. Basic literacy classes in math, reading, and writing. Goals include developing independence and self-reliance. Classes meet two times per week.

Guide to Services Provided:
Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Progressive Workshop, Armstrong County
301 Oak Avenue
Kittanning, PA 16201

Contact: Karen B. Waugaman
ABE Program Director
Phone: 412-548-5664
Fax: 412-545-2088
Services: ABE
Other services: Personal and work adjustment, job skill training, evaluation, counseling, and supported employment.
No. of students: 50
No. of paid staff: 2
No. of volunteer staff: 1
Availability: Day classes. Community based.
Counties served: Armstrong
Description of sites: Classes are at one of two workshop locations in classroom or program area.
Program description: Vocational training program that incorporates ABE classes with job skill training, job development opportunities, counseling, evaluation, and supportive employment for mentally and physically challenged adults of Armstrong County.

Project of Easton
330 Ferry Street
Easton, PA 18042

Contact: Linda Adler
Co-Director
Phone: 610-258-4361
Fax: 610-258-7502
Services: Literacy, ABE, GED, Workplace
No. of students: 100
No. of paid staff: 4
No. of volunteer staff: 35
Availability: Day classes. Community based.
Counties served: Northampton, Lehigh, Warren
Description of sites: Classroom instruction (three days) and one-on-one tutoring
Program description: Project L.E.A.R.N. (Let Every Adult Read Now) was established in 1980 to help adult learners improve their reading, writing, math, and life skills. Our challenge is to assist students to attain their personal goals in order to be productive members of the community and workforce. This is done largely through classroom instruction and one-on-one volunteer tutoring.

Puerto Rican Organizing Committee
301 S. 13th Street
Harrisburg, PA 17104
Contact: Lourdes U. Tanton
ABE Program Director
Phone: 717-232-7691
Fax: 717-233-7227
Services: ESL, Workplace
Languages spoken by staff: Spanish
Other services: Social services, clothing and food banks, after-school tutoring programs, AIDS prevention program, Head Start.
No. of students: 50
No. of paid staff: 13
No. of volunteer staff: 6
Availability: Day classes. Evening classes. Community based.
Counties served: Dauphin, Cumberland, Perry
Description of sites: One-on-one tutoring at the Mount Pleasant Hispanic Center
Program description: Program offers a successful ESL program at the Center for adults with limited English skills. Purpose is to develop and increase their competence in the English language so that they can further their education, obtain or retain gainful employment, and survive in an English-speaking environment.

Quakertown Community School District
600 Park Avenue
Quakertown, PA 18951
Contact: William Kirk
Assistant Superintendent
Phone: 215-538-5027
Fax: 215-539-9327
E-mail address: wkirk@bciu.k12.pa.us
Services: ABE, GED
No. of students: 85
No. of paid staff: 2
Availability: Evening classes. School based.
Counties served: Bucks
Description of sites: Comprehensive High School
Program description: Provides basic education services and GED training for adults in the upper Bucks County community. Classes, which are conducted four evenings each week throughout fall/winter/spring, are located in the Senior High School. Board recognition is given each spring to those adult students who have successfully completed the GED program.

Reading Area Community College
10 S. 2nd Street
Reading, PA 19603
Contact: Pieter V. Miller
Director of Continuing Education
Phone: 610-372-4721
Fax: 610-375-8255
Services: Literacy, ABE, GED, ESL, Workplace, Family Literacy
Languages spoken by staff: Spanish
No. of students: 750
No. of paid staff: 45
No. of volunteer staff: 95
Availability: Day classes. Evening classes. Community based. School based.
Counties served: Berks
Description of sites: College campus, local schools, and churches
Program description: Program offers 70 ABE, GED, and ESL classes at 25 locations throughout the city of Reading and Berks county including three institutional settings. Day and evening options. Collaboration with Even Start Family Literacy at four locations and workplace programs on request.

Red Land Community Action Program, Inc.
P.O Box 23, 308 Market Street
Lewisberry, PA 17339
Contact: Irene Paul
ABE Program Director
Phone: 717-938-6695
Fax: 717-932-2589
Services: GED
No. of students: 40
No. of paid staff: 3
Availability: Evening classes. Community based.
Counties served: York
Description of sites: Located in small town, one floor, handicap accessible.
Program description: Instruction for adults who want to take the test for a high school diploma.

Renaissance Center, Inc.
910 Penn Avenue
Pittsburgh, PA 15222
Contact: Joseph Velardita
ABE Program Director
Phone: 412-261-0875
Fax: 412-471-6645
Services: ABE, GED
No. of students: 40
No. of paid staff: 3

No. of volunteer staff: 10
Availability: Day classes. Community based.
Counties served: Allegheny
Description of sites: Psychosocial rehabilitation agency
Program description: One-on-one, small-group and computer-assisted instruction provided to mentally ill adults in Allegheny County. Curricula offered includes ABE, pre-GED, GED in language and math.

Renewal Inc.
339 Boulevard of the Allies
Pittsburgh, PA 15222
Contact: Jean Misutka
Director of Supportive Services
Phone: 412-456-1441
Fax: 412-456-1448

Ridley School District
1001 Morton Avenue
Folsom, PA 19033
Contact: Richard Cunningham
ABE Program Director
Phone: 610-534-1900
Fax: 610-534-2335
E-mail address: rich_cunningham@ridleysd.k12.pa.us
Services: ABE, GED, ESL, Workplace, Family Literacy
Other services: Social services, assessment, and referrals.
No. of students: 105
No. of paid staff: 8
Availability: Evening classes. School based.
Counties served: Delaware
Description of sites: School
Program description: Program offers instruction in the basics of reading, English, and a course for those wishing to take their GED test. There is no charge for the service. Books and materials are supplied by the teacher after the applicant is enrolled in the program. To qualify one must be a Delaware County resident, be at least 16 years of age, and have an interest in going back to school to to gain a high school equivalency diploma or improve their basic skills in reading and language arts.

Schuylkill County Literacy Council
Rt. 61, Schuylkill Mall
Frackville, PA 17931
Contact: Wendy Bridal
ABE Program Director
Phone: 717-874-0137
Fax: 717-874-1213

Schuylkill Intermediate Unit 29
Lifelong Learning Center, Schuylkill Mall, Route 61
Frackville, PA 17931
Contact: Lyn Leto
ABE Program Director
Phone: 717-874-0137 ext. 22
Fax: 717-874-1213
Services: Literacy, ABE, GED, ESL, Workplace
Languages spoken by staff: Spanish
No. of students: 260
No. of paid staff: 10
Availability: Day classes. Evening classes. School based.
Counties served: Schuylkill
Description of sites: Area school buildings and adult learning centers
Program description: Provides adult basic education services through ABE, GED, ESL, and workforce education classes. Day and Evening classes. Using student's test results and career goals, the instructor and a counselor construct an IEP (individual plan of action) for each student. Students who need one-on-one tutoring are referred to the Literacy Council. The program follows the school-to-work philosophy with career assessment and guidance an integral part of the core curricula.

Scranton Council for Literacy Advance (SCOLA)
1032 Green Ridge Street
Scranton, PA 18509
Contact: Diana Statsman
Executive Director
Phone: 717-346-6203
Fax: 717-348-3029
E-mail address: scola@epix.net
Services: Literacy, ESL, Workplace
Languages spoken by staff: Spanish
No. of students: 200
No. of paid staff: 4
No. of volunteer staff: 75
Availability: Day classes. Evening classes. Community based.
Counties served: Lackawanna
Description of sites: One-on-one tutoring/various sites
Program description: Provides one-on-one and small-group instruction for both literacy (native born) and ESL (foreign born) students. Students must be 16 years old or older and out of school. The Program acts as a literacy advocate at the local, state, and national levels. SCOLA is the 1996 recipient of LLA's National

Award for Excellence for Outstanding Literacy Organization.

Scranton School District
425 N. Washington Ave.
Scranton, PA 18503
Contact: Robert McHugh
ABE Program Director
Phone: 717-348-3568
Fax: 717-348-3561
Services: ABE, GED, ESL
No. of students: 65
No. of paid staff: 9
Availability: Evening classes. School based.
Counties served: Lackawanna
Description of sites: Scranton High School
Program description: The Continuing Education Program of the Scranton School District provides instruction to interested adults in the study of ESL, ABE, and GED test preparation. Scranton High School is also a GED test site.

Southeast Asian Mutual Assistance Associations Coalition, Inc. (SEAMAAC)
4601 Market Street
Philadelphia, PA 19139
Contact: Man Lyan Vung
Program Coordinator
Phone: 215-476-9640
Fax: 215-471-8029
Services: Literacy, ABE, ESL, Family Literacy
Languages spoken by staff: Laotian, Cambodian, Vietnamese, Chinese
No. of students: 180
No. of paid staff: 9
Availability: Day classes. Evening classes. Community based.
Counties served: Philadelphia
Description of sites: Comprehensive Adult Learning Center at respective community office sites
Program description: Program targets adult Southeast Asian refugee population in the neighborhoods of North, West and South Philadelphia. The communities are strategically located in poverty-stricken, drug-operating, and economically submerged ghettos. Program provides English, reading, writing, and survival skills training geared toward attaining employment, economic achievement as well as promoting self-esteem; to increase percentage of students achieving personal objectives and to assist in and promote survival skills.

Southeast Delco School District
1560 Delmar Drive, P.O. Box 328
Folcroft, PA 19032
Contact: Howard R. Amos
ABE Program Director
Phone: 610-522-4324
Fax: 610-461-4874

Seneca Highlands Intermediate Unit
119 Mechanic Street
Smethport, PA 16749
Contact: Karl E. Shuey
Assistant Executive Director
Phone: 814-887-5512
Fax: 814-887-2157
Services: ABE, GED
No. of students: 100
No. of paid staff: 11
Availability: Evening classes. School based.
Counties served: Cameron, McKean
Description of sites: Classes are held at the Cameron County, Kane, and Port Allegany High Schools as well as the McKean County jail.
Program description: ABE and GED classes with skill enhancement are held two nights per week during the school year in Port Allegany and the McKean County jail in Smethport. GED classes with skill enhancement are held two nights per week during the school year in Cameron County and Kane.

Somerset County Area Vocational-Technical School
281 Vo-Tech Road
Somerset, PA 15501
Contact: Thomas P. Wojcicki
Coordinator
Phone: 814-443-3651
Fax: 814-445-6716
E-mail address: SomAVTS@shol.com
Services: Literacy, ABE, GED, ESL
No. of students: 400
No. of paid staff: 6
No. of volunteer staff: 20
Availability: Day classes. Evening classes. School based.
Counties served: Somerset
Description of sites: 13 sites located throughout Somerset County
Program description: Provides adult literacy services to residents of Somerset County. Services are designed to provide the skills necessary for a competetive workforce and for an individual to function effectively in society. These services include Adult Basic

Education, English as a Second Language, and GED preparation.

Special People in Northeast, Inc.

10980 Norom Road
Philadelphia, PA 19154

Contact:	Felicia Brosius ABE Program Coordinator
Phone:	215-464-4895
Fax:	215-464-4897
Services:	Literacy, ABE, GED, Workplace
Other services:	Community center services and options are also available ie: recreation/hobby classes, crafts studio, senior center, etc.
No. of students:	35
No. of paid staff:	2
Availability:	Day classes. Evening classes. Community based.
Counties served:	Philadelphia, Lower Bucks
Description of sites:	One-on-one tutoring and small-group classes provided within a community center setting and two area businesses.
Program description:	Provides adult basic and literacy education services to those adults who are educationally disadvantaged and/or unemployed. These adults are offered opportunities to increase functional skills necessary for attainment of employment while also working on other life skill developments so they can be integrated into the workforce and have the ability to meet their adult responsibilities. Certified teachers emphasize learning styles, offer flexible schedules and motivate the students.

St. Vincent's Learning Lab

109 E. Price St.
Philadephia, PA 19144

Contact:	Evelyn F. Rogers Coordinator
Phone:	215-438-1514
Fax:	215-438-4856
Services:	ABE
No. of students:	50
No. of paid staff:	4
No. of volunteer staff:	14
Availability:	Day classes. Evening classes. Community based.
Counties served:	Philadelphia
Program description:	A systematic program of 1st-4th and 5th-8th grade reading, writing, arithmetic, and self-improvement skills for adult learners.

Stairways

138 E. 26th Street
Erie, PA 16504

Contact:	Billie Lyle Director of Skill Development
Phone:	814-878-2062
Fax:	814-453-4757
Services:	Literacy, ABE, GED
Languages spoken by staff:	Spanish
No. of students:	170
No. of paid staff:	4
No. of volunteer staff:	1
Availability:	Day classes. Community based.
Counties served:	Erie
Description of sites:	Small classrooms with tutorial areas and computer laboratories
Program description:	Instruction is designed for students who require high levels of individualized instruction. Primary focus is on Adult Basic and Literacy Education and GED preparation.

State College Area School District Community Education

131 W. Nittany Avenue
State College, PA 16801

Contact:	Donna M. Ricketts Director of Community Education
Phone:	814-231-1061
Fax:	814-231-1087
E-mail address:	DMR13@SCASD.K12.PA.US
Services:	ABE, GED, ESL, Workplace
Other services:	Provides services to a temporary housing agency-ABE/GED and life skills assistance.
No. of students:	450
No. of paid staff:	10
No. of volunteer staff:	2
Availability:	Day classes. Evening classes. Community based. School based.
Counties served:	Centre County - State College Area School District
Description of sites:	Classroom and use of a lobby of a elementary school used for ABE, GED, ESL classrooms in a high school, adult literacy in a church, ESL on Penn State University campus.
Program description:	A federally and state-funded adult literacy service that assists adults who wish to complete a high school education or update their basic skills for further training. The program also provides ESL instruction to a large international community. The free program provides quality

learning experiences for area adults to become successful in today's workplace.

Susquehanna County Literacy Coalition, Inc. and Susquehanna County Volunteer Literacy Council

P.O. Box 277
Montrose, PA 18801

Contact:	Louise Lyons Novy ABE Program Director
Phone:	717-278-9027
Fax:	717-278-9027
E-mail address:	sclp@epix.net
Services:	GED, Workplace
Languages spoken by staff:	Spanish
No. of students:	40
No. of paid staff:	4.5
Availability:	Evening classes. Community based. School based.
Counties served:	Susquehanna
Description of sites:	High school, corporate training center, workplace
Program description:	Imparts 100 hours of GED instruction in a classroom setting.

Temple University, Center for Research in Human Development and Education

1301 C.B. Moore Avenue
Philadelphia, PA 19122

Contact:	Rubye McLaughlin Adult Education Director
Phone:	215-204-6217
Fax:	215-204-4530
Services:	Literacy, ABE, GED, ESL
Languages spoken by staff:	Spanish
Other services:	Job training
No. of students:	166
No. of paid staff:	7
No. of volunteer staff:	8
Availability:	Evening classes. School based.
Counties served:	Philadelphia
Description of sites:	University setting with classroom instruction and one-on-one tutorials
Program description:	Adult education program services beginning, intermediate, advanced ABE and ESL adults in a university setting. Students recieve computer-assisted instruction in computer labs, classrooms, and one-on-one tutoring. Pre- and post-assessments monitor progress. Counseling is available. The ESL component reaches several ethnolinguistic communities.

Temple University, Center for Social Policy

1601 N. Broad Street, Room 100
Philadelphia, PA 19122

Contact:	Shirley Rines ABE Program Director
Phone:	215-204-7491
Fax:	215-204-3429
Services:	ABE, GED, ESL
Languages spoken by staff:	Spanish, French
Other services:	Community-based organizations
No. of students:	150
No. of paid staff:	8
No. of volunteer staff:	1
Availability:	Day classes. Evening classes. Community based.
Counties served:	Philadelphia
Description of sites:	University (main campus)
Program description:	The Neighborhood Adult Basic Education Program focuses on the individual's needs and goals. The program provides instruction in vocabulary building, writing skills, language arts, social studies, history, science, and mathematics. It provides an opportunity for adults to upgrade basic reading and math skills, develop an awareness of other in-house vocational or training options, earn a chance to receive a GED and social/emotional support and/or direct referrals to public or private agencies.

Therapeutic Center at Fox Chase—The Bridge

8400 Pine Road
Philadelphia, PA 19111

Contact:	Star Weiss ABE Program Director
Phone:	215-342-5000
Fax:	215-342-7709
Services:	Literacy, ABE
Languages spoken by staff:	Spanish
No. of students:	45
No. of paid staff:	5
Availability:	Day classes. Evening classes. School based.
Counties served:	Philadelphia, Montgomery, Chester
Program description:	Program provides educational services for adolescence in drug and alcohol rehabilitation center. Also provides private school.

Threshold Rehabilitation Services, Inc.
1000 Lancaster Avenue
Reading, PA 19607
Contact: Thomas McNelis
ABE Program Director
Phone: 610-777-7691
Fax: 610-777-1295
Services: ABE
No. of students: 15
No. of paid staff: 2
Availability: Day classes. Community based.
Counties served: Berks
Description of sites: Services provided in community-based vocational training center
Program description: Adult basic education services to people with physical disabilities.

Titusville Area School District
221 N. Washington Street
Titusville, PA 16354
Contact: Terry Kerr
ABE Program Director
Phone: 814-827-2717
Fax: 814-827-7761
Services: ABE, GED
No. of students: 30
No. of paid staff: 5
Availability: Evening classes. School based.
Counties served: Crawford, Venango, Warren
Description of sites: Adult Basic Education program for adults who have not earned a high school diploma.
Program description: The ABE/GED program is intended to provide further education for any adult 18 years of age or older. Students can ultimately earn a high school diploma if they pass the GED test and meet all the teacher requirements (i.e. assignments, tests, quizzes, and attendance.)

Tolentine Community Center, Development Corp.
1025-33 Mifflin Street
Philadelphia , PA 19148
Contact: Rosalie Rossi
Education Coordinator
Phone: 215-389-0717
Fax: 215-389-9848
Services: ABE, GED, ESL
Languages spoken by staff: Italian, Spanish
No. of students: 195
No. of paid staff: 5
No. of volunteer staff: 4
Availability: Evening classes.
Counties served: Philadelphia
Description of sites: 18,000-square-foot building/day care/youth/seniors. New building with three classrooms.
Program description: Classes are provided four nights a week throughout the year. GED, ABE, and ESL classes are growing; therefore, classrooms will be extending.

Tri-County Opportunities Industrialization Center, Inc.
2107 N. 6th Street
Harrisburg, PA 17110
Contact: Jeffrey Woodyard
Executive Director
Phone: 717-238-7318
Fax: 717-238-6251
Services: Literacy, ABE, GED, Workplace, Family Literacy
Languages spoken by staff: German, French, Spanish
Other services: Job placement, homebound instruction, CNA instruction
No. of students: 655
No. of paid staff: 22
No. of volunteer staff: 8
Availability: Day classes. Evening classes. Community based.
Counties served: Dauphin, Cumberland, Perry
Description of sites: Adult Learning Center-Worksite
Program description: An adult learning center located in Harrisburg, PA, serving a 3-county area. Offers GED test preparation, workplace literacy, job placement, and family literacy to out-of-school adults. Classes provide both group and individual instruction.

Trinity Area School District
231 Park Ave.
Washington, PA 15301
Contact: Ben L. Lipniskis
ABE Program Director
Phone: 412-228-2828
Fax: 412-228-2640

Tunkhannock Area School District
20 West Tioga Street
Tunkhannock, PA 18657
Contact: Patricia Sample
ABE Program Director
Phone: 717-836-3111
Fax: 717-836-7205
Services: Literacy, ABE, GED
Other services: Wyoming County Jail, ABE Program - 10 Stark Street, Tunkhannock
No. of students: 50
No. of paid staff: 5
Availability: Evening classes. School based.

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Counties served:	Wyoming, Susquehanna
Description of sites:	Tunkhannock High School, Room 112, 120 West Tioga Street, Tunkhannock, PA and Wyoming Co. Jail, 10 Stark Street, Tunkhannock, PA
Program description:	Target population includes educationally disadvantaged (adults who come to us with less than a fifth-grade level), adults with less than an eighth-grade education, and adults who presently hold jobs but do not have their diplomas. All instruction is conducted by part-time staff in one-on-one learning situations. Each student is encouraged to achieve levels of learning at their own pace.

Tuscarora Intermediate Unit 11

2527 U.S. Highway 522 South
McVeytown, PA 17051

Contact:	Carol Molek Adult Education Director
Phone:	717-248-4942
Fax:	717-248-8610
E-mail address:	carcarm@pennet.net
Services:	Literacy, ABE, GED, Workplace, Family Literacy
Other services:	All JTPA for Mifflin County, job training, computer skills, Even Start, homeless, dropout prevention, PDC, GED testing.
No. of students:	190
No. of paid staff:	32
No. of volunteer staff:	15
Availability:	Day classes. Evening classes. Community based.
Counties served:	Mifflin, Juniata, Perry
Description of sites:	Mifflin County: full-service learning center. Juniata County: Some Act143 services. Juniata and Perry: JTPA services.
Program description:	Adult education and job training services: job readiness, basic skills, computer skills, workplace, Even Start, and other family literacy programs.

Upper Bucks County Area Vocational-Technical School

3115 Ridge Road
Perkasie, PA 18944

Contact:	Michael A. Gokay Director
Phone:	215-795-2911
Fax:	215-975-0530
E-mail address:	ubavts@epix.net
Services:	GED, ESL
No. of students:	60
Availability:	Day classes. Evening classes. School based.
Counties served:	Bucks
Description of sites:	Vocational-technical school
Program description:	School uses a hands-on approach to teaching the necessary skills for today's labor market. Programs are created to prepare students for a career, to upgrade a present position, or for the adult who wants to enter a totally new field.

Upper Dublin School District

530 Twining Road
Dresher, PA 19025

Contact:	Margaret Gallo ABE Program Director
Phone:	215-576-3273
Fax:	215-887-5425
Services:	Literacy, ABE, GED, ESL
No. of students:	19
No. of paid staff:	2
Availability:	Evening classes. School based.
Counties served:	Montgomery
Description of sites:	Sandy Run Middle School
Program description:	One class meets two evenings per week for two hours to work on basic literacy skills and prepare for the GED.

Volunteer English Program in Chester County

The Farmhouse, Suite 101, 601 Swedesford Road
Frazer, PA 19355

Contact:	Carol Klauss ABE Program Director
Phone:	610-640-4699
Services:	ESL
Languages spoken by staff:	French, German
No. of students:	75
No. of paid staff:	2
No. of volunteer staff:	70
Availability:	Day classes. Evening classes. Community based.
Counties served:	Chester
Description of sites:	Various locations throughout the county, i.e. churches, libraries, offices, homes.
Program description:	The Volunteer English Program in Chester County attempts to improve the quality of life for adult immigrants and refugees by providing free one-on-one English languag/culture tutoring.

Guide to Services Provided:

Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Volunteers of America of Central PA, Inc.
2112 Walnut Street
Harrisburg, PA 17103
Contact: Steven M. Jones
Director
Phone: 717-236-1440
Fax: 717-236-3445
Services: Literacy, ABE, ESL
No. of students: 90
No. of paid staff: 3
No. of volunteer staff: 15
Availability: Day classes. Evening classes. Community based.
Counties served: Dauphin
Description of sites: Multi-site computer-aided instruction
Program description: Established at several sites throughout the greater Harrisburg area, this program provides literacy and adult basic education to individuals 18 years or older whose reading skills are at the 8th grade level or lower. Volunteer tutors recruited from the community are trained in providing one-on-one instruction with educational software on computer.

Warren County School District
185 Hospital Drive
North Warren, PA 16365
Contact: Laura M. McDunn
ABE Program Director
Phone: 814-723-7553
Fax: 814-726-2113
TDD: 814-723-6793
Services: GED
No. of students: 40
No. of paid staff: 2
Availability: Evening classes.
Counties served: Warren
Description of sites: Correctional institution
Program description: The Warren County Jail GED Program is available to all inmates incarcerated within this facility. The objectives are to provide a program of instruction geared to the particular needs of the target population so as to maximize their potential to pass the GED examination as well as increase their capability to meet their adult responsibilities.

Wayne Highlands School District
474 Grove Street
Honesdale, PA 18431
Contact: Daniel O'Neill
ABE Program Director
Phone: 717-253-4661
Fax: 717-253-9409
Services: GED
No. of students: 40
No. of paid staff: 5
No. of volunteer staff: 1
Availability: Evening classes. School based.
Counties served: Wayne, Pike, Susquehanna
Description of sites: High school
Program description: GED classes are held four nights per week. One class begins in early October, and another begins in late February.

Wayne/Pike Adult Literacy Program
1406 N. Main Street
Honesdale, PA 18431
Contact: Ada Jensen
Director
Phone: 717-253-3221
Fax: 717-253-1240
Services: Literacy, ABE, GED
No. of students: 234
No. of paid staff: 2
No. of volunteer staff: 75
Availability: Day classes. Evening classes. Community based.
Counties served: Wayne, Pike
Description of sites: Churches, libraries, and private homes
Program description: Provide basic skills instruction, levels 0-8, for any person 17 years or older not currently enrolled in any other public/private basic skills program. To provide reading, writing, spelling, math, and ESL on all levels. Targeted-groups: unemployed, displaced homemakers, adults on public assistance, minorities, and educationally disadvantaged adults.

Waynesboro Area School District
P.O. Box 72
Waynesboro, PA 17268
Contact: William H. Witherow
ABE Program Director
Phone: 717-762-1191
Services: ABE, GED
No. of students: 30
No. of paid staff: 5
Availability: Evening classes.

Program description: ABE/GED classes two nights per week taught at Waynesboro Senior High School.

West Chester Area School District
829 Paoli Pike
West Chester, PA 19380
Contact: Dr. John H. Hewlett
ABE Program Director
Phone: 610-436-7115
Fax: 610-436-4847
Services: ABE, GED, ESL
Languages spoken by staff: Spanish
No. of students: 95
No. of paid staff: 5
Availability: Evening classes. School based.
Counties served: Chester
Description of sites: Henderson High School classrooms.
Program description: Offers GED classes to individuals who wish to attain equivalency diplomas, ABE classes for individuals whose reading, math, or language competency is below ninth grade proficiency, and ESL classes for individuals who wish to learn the English language.

West Montgomery Area Vocational-Technical School, Western Center for Technical Studies
77 Graterford Road
Limerick, PA 19468
Contact: David Abruzzi
Supervisor
Phone: 610-489-7272
Fax: 610-489-8778
Services: ABE, GED
No. of students: 48
No. of paid staff: 3
Availability: Evening classes. School based.
Counties served: Montgomery, Chester, Berks
Description of sites: Western Center for Technical studies is a vocational/technical school in Western Montgomery County.
Program description: Students recieve individualized instruction in math and English, learn to writean essay, and practice reading comprehension strategies. Enrollment in this program is ongoing, so the students may enter the class at any time during the school year and prepare to take the GED exam at their own pace.

Western Pennsylvania School for the Deaf Center for Deafness
300 E. Swissvale Ave.
Pittsburgh, PA 15218
Contact: Rosemary P. Garrity
Admistrative Director
Phone: 412-371-7000
Fax: 412-244-4279
Services: Literacy, ABE, GED, Workplace, Family Literacy
Languages spoken by staff: American Sign Language
Other services: Counseling
No. of students: 92
No. of paid staff: 6
Availability: Day classes. Evening classes. School based.
Counties served: Allegheny, Beaver, Butler, Westmoreland, Lawrence
Description of sites: School campus, rehabilitation center.
Program description: Established in 1986 as an expansion of the W.P.S.D. program for school-age deaf children, the Center of Deafness provides a broad spectrum of services to persons of all ages who are deaf or hard of hearing. Transitional-instructional services, vocational services, job placement services, mental health services, adult education, communication services, professional training and dissemination, research and demonstration.

Westmoreland County Housing Authority
RD 6 Box 223
Greensburg, PA 15601
Contact: Walter Kaminski
Deputy Executive Director
Phone: 412-832-7248
Fax: 412-836-0988

Wilkinsburg School District
718 Wallace Ave.
Wilkinsburg, PA 15221
Contact: Peggy English
ABE Program Director
Phone: 412-371-9667
Fax: 412-371-4058
Services: Literacy, ABE, GED
Languages spoken by staff: German, French
Other services: Tutoring
No. of students: 35
No. of paid staff: 3
Availability: Evening classes. School based.
Counties served: Allegheny and surrounding
Description of sites: Comprehensive Adult Learning Center

Program description: The Adult Basic and Literacy Education Program recruits, assesses, and implements an academic program specifically designed for all students enrolled. Specific academic needs of students are determined by administering the Contemporary Diagnostic Test. One-on-one student instruction is primarily used. Some small group and cooperative learning is included. Computer assisted instruction is available, most of the program's software is geared to acquisition of GED skills.

William Penn School District
121 Summit Street, Penn WD W. Jr.HS
Darby, PA 19023
Contact: Salvatore Salamone
ABE Program Director
Phone: 610-586-1804
Fax: 610-534-4494
Services: ABE, GED
Languages spoken by staff: Spanish
No. of students: 65
No. of paid staff: 6
Availability: Evening classes. School based.
Counties served: Delaware, Philadelphia
Description of sites: Public Junior High School
Program description: Two levels of ABE classes are held Monday, Wednesday, and Thursday 7-9pm, and one level GED class is held on Monday and Wednesday.

Williamsport Area School District
201 W. 3rd Street
Williamsport, PA 17701
Contact: Anthony J. Delisi
ABE Program Director
Phone: 717-232-8411
Fax: 717-327-8122
Services: Literacy, ABE, GED, ESL
No. of students: 360
No. of paid staff: 18
Availability: Day classes. Evening classes. School based.
Counties served: Lycoming, eastern end of Clinton, south end of Sullivan
Description of sites: Learning center, county prison and pre-release center, two elementary schools, and one high school.
Program description: Offers ESL, ABE, pre-GED, and GED classes to residents of Lycoming County. Program offerings are provided daytime in Williamsport and evening classes in Williamsport, Hughesville, Jersey Shore, and the Lycoming County Prison.

Wissahickon School District
601 Knight Road
Ambler, PA 19002
Contact: Frank Mulhern
District Supervisor for Languages
Phone: 215-628-1796
Fax: 215-628-1675
Services: ABE, ESL
No. of students: 15
No. of paid staff: 1
No. of volunteer staff: 5
Availability: Evening classes. School based.
Counties served: Montgomery
Description of sites: Wissahickon High School is in Lower Gwynedd Township and also services Blue Bell and Ambler.
Program description: The Wissahickon School District's ABE/ESL program permits area residents of various cultural and language backgrounds to gain the skills in English which will assist them in becoming self-sufficient and self-supporting members of society.

Women's Association for Women's Alternatives (WAWA)
519 Station Rd.
Wawa, PA 19063
Contact: Jean Spriggs
Director
Phone: 610-459-9177
Fax: 610-459-3765

YMCA of Philadelphia
2000 Market St., Ste. 1202
Philadelphia, PA 19103
Contact: Scot Mentzer
ABE Program Director
Phone: 215-557-0082
Fax: 215-557-8025

York County Area Vocational-Technical School
2179 S. Queen Street
York, PA 17402
Contact: Sue Hoffman
Supervisor, Adult Education
Phone: 717-741-5429
Fax: 717-747-0426
Services: ABE, GED, Workplace
Other services: Rapid Response, employability skills, GATB preparation, B.O.L.T. remediation, job/task analysis, assessment
No. of students: 500
No. of paid staff: 8
Availability: Day classes. Evening classes.

School based.

Counties served: York

Description of sites: Classroom setting for community ABE/GED using one-on-one and small-group tutoring as well as self-study; workplace programs at job sites structured to meet individual and company needs.

Program description: Provides evening GED preparation and ABE programs for the community, workplace education including both functional-context training and ABE/GED programs and programs in partnership with local agencies. Integrates basic skills with job-specific training, and utilizes job/task analysis and assessment to determine and appropriately target training.

York County High School
P.O. Box 8042 West Manchester Mall
York, PA 17404

Contact: Grace Collins
ABE Program Director

Phone: 717-767-4863

Fax: 717-767-4336

Services: High school diploma

Other services: Educational, occupational, and personal counseling information, referral, and follow-up.

No. of students: 130

No. of paid staff: 10

Availability: Day classes. Some evening classes. Community based.

Counties served: York

Description of sites: Two sites: West Manchester Mall - day and evening classes. Crispus Attacks Association - day classes.

Program description: Program is a high school diploma program serving returning students 17 years of age or older. Employing a competency-based one-on-one instructional model. Requires students to earn a maximum of 21 high school credits. For enrollment students must attain a minimum of 8.5 on the ABLE test. Students also required to attain a post high school level on the ABLE to be eligible for graduation.

Guide to Services Provided:
Literacy: basic reading instruction
ABE: Adult Basic Education
GED: preparation for the Tests of General Educational Development
ESL: English as a Second Language
Workplace: adult education in conjunction with employers
Family Literacy: intergenerational learning environment

Pennsylvania Regional Professional Development Centers (PDCs)

PDCs serve practitioners in adult basic and literacy education through training, research communities, and other professional development activities. *Counties served by each center are listed in italics.*

Northwest PDC
Armstrong, Beaver, Butler, Cameron, Clarion, Crawford, Elk, Erie, Forrest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren
Richard Gacka, Director
Bootsie Barbour, Coordinator
Regina Rastatter, Staff Assistant
Northwest Tri-County IU #5
670 W. 36th St.
Erie, PA 16508-2645
Phone: 814-866-3775 ext. 223 • Fax: 814-866-5045
E-mail: NorthWPDC@AOL.com, bootsie@iu05trc.trinet.k12.pa.us, rich_gacka@smtp.trinet.k12

Central-Northeast PDC
Bradford, Carbon, Centre, Clearfield, Clinton, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Montour, Northumberland, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming
Edith A. Gordon, Director
Gail Leightley, Coordinator
Donna King, Staff Assistant
Central Intermediate Unit #10
Development Center for Adults
Centre Co. Vo-Tech School
540 North Harrison Road
Pleasant Gap, PA 16823
Phone: 814-359-3069 • Fax: 814-359-2344
E-mail: CNEPDC@aol.com

Southwest PDC
Allegheny, Cambria, Fayette, Greene, Somerset, Washington, Westmoreland
Donald Block, Director
Karen Mundie, Supervisor
Rachel Zilcosky, Coordinator
Sue Snider, Coordinator
Greater Pittsburgh Literacy Council
100 Sheridan Square, 4th Floor
Pittsburgh, PA 15206
Phone: 412-661-READ • Fax: 412-661-3040
E-mail: SWPDC2@aol.com

South-Central PDC
Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, York
Carol Molek, Director
Brian Frey, Technical Coordinator
Paula Smith, Training Coordinator
TIU Adult Ed. & Job Training Center
MCIDC Plaza, Building 58
6395 SR 103 North
Lewistown, PA 17044
Phone: 717-248-4942 • Fax: 717-248-8610
E-mail: scpdc@pennet.net, SCPDC2@aol.com

Southeast PDC
Berks, Bucks, Chester, Delaware, Lancaster, Lebanon, Lehigh, Montgomery, Northampton
David P. Karl, Director
Sandra Strunk, Coordinator
Lancaster-Lebanon Intermediate Unit 13
1 Cumberland St.
Lebanon, PA 17042
Phone: 717-270-2935 or 717-270-2936 • Fax: 717-270-2943
E-mail: SEPDC1@aol.com

Philadelphia PDC
Philadelphia
Rose Brandt, Director
Diane Inverso, Coordinator
Mayor's Commission on Literacy
1500 Walnut St., 18th Floor
Philadelphia, PA 19102
Phone: 215-685-6602 • Fax: 215-685-6620
E-mail: PHLPDC@aol.com, mcol@philadelphia.libertynet.org

State Literacy Resource Centers (SLRCs)

AdvancE State Literacy Resource Center
PDE Resource Center
333 Market St., 11th Fl.
Harrisburg, PA 17126-0333
Cheryl Harmon, Resource Specialist
Phone: 800-992-2283 in PA, 717-783-9192
Fax: 717-783-5420
E-mail: harmon@shrsys.hslc.org

Western PA Adult Literacy Resource Center (WPALRC)
5347 William Flynn Hwy. Rt. 8
Gibsonia, PA 15044-9644
Christine Kemp, Resource Specialist
Phone: 800-446-5607, ext. 216 in PA; 412-961-0294, ext. 216
Fax: 412-443-1310
E-mail: wpalrc@pgh.nauticom.net

Pennsylvania Literacy Corps

A portion of the Pennsylvania Act 143 funds is dedicated to the Pennsylvania Literacy Corps, a program whose mission is to promote lifelong involvement in community service while enhancing the curricula of higher education institutions with service learning opportunities that solve measurable community problems. Specifically, the Pennsylvania Literacy Corps strives to:

- mobilize college students to help overcome the illiteracy problem in the Commonwealth;
- encourage higher education institutions to promote and support community service as an integral part of the college curriculum; and
- establish collaborative working partnerships between higher education institutions and providers of adult basic education and literacy services.

Point of Contact: John "Sonny" Sloan, Bureau of Adult Basic and Literacy Education, 717-787-5532

1996-97 Pennsylvania Literacy Corps:

Central IU 10 Development Center for Adults
540 N. Harrison Road
Pleasant Gap, PA
Contact: Edith Gordon,
Pennsylvania Literacy Corps
Director

Erie City School District
1511 Peach Street
Erie, PA
Contact: Daniel Tempestini
Director, Adult Learning Center

University of Pittsburgh
350 Thackery Hall
Pittsburgh, PA
Contact: Rita Bean
Office of Research

Lock Haven University
Fairview Street
Lock Haven, PA
Contact: Gregory Nolan
PA Literacy Corps Director

Mid-State Literacy Council
204 Calder Way, Suite 306
State College, PA
Contact: Monica Mathews

Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA
Contact: Lauren Guiguere
Director, Literacy & Job
Training Programs

Kutztown University
P.O. Box 730
Kutztown, PA
Contact: Susan Bazylak
PA Literacy Corps Director

Lackawanna Jr. College
501 Vine Street
Scranton, PA
Contact: Joyce Kerrick
PA Literacy Corps Director

Tuscarora I.U. 11
2527 U.S. Highway 522 S.
McVeytown, PA
Contact: Carol Molek
PA Literacy Corps Director

Delaware County Literacy Council
2217 Providence Avenue
Chester, PA
Contact: Patricia R. Gaul
Director

Penn State University Allentown
8380 Mohr Lane
Fogelsville, PA
Contact: Dr. Mary Landis
PA Literacy Corps Director

Penn State University McKeesport
University Drive
McKeesport, PA
Contact: Jo Anne E. Burley
PA Literacy Corps Director

CORPP
1217 Sansom Street, 7th Floor
Philadelphia, PA
Contact: Clifton J. Williams
Executive Director

King's College
133 N. River Street
Wilkes-Barre, PA
Contact: Dr. Carol Moutray
PA Literacy Corps Director

Wilkes University
170 S. Franklin Street
Wilkes-Barre, PA
Contact: Dr. Douglas Lynch
PA Literacy Corps Director

Temple University Center for Intergenerational Learning
1601 N. Broad Street - RSB 206
Philadelphia, PA
Contact: Dr. Andrea Taylor
Director

Center for Literacy
636 S. 48th Street
Philadelphia, PA
Contact: JoAnn Weinberger
Director

Adult State Correctional Institutions

Adult education programs operate in all State Correctional Institutions.

SCI-Albion
10745 Rte. 18
Albion, PA 16475-0001
Phone: 814-756-5778
Fax: 814-756-9435
Hours: 8:00-4:30
Edward Brennan, Supt.
Ken Getschow, Principal
Harold Heckler, FLC
Bob Boeh, Inmate Program Director
Andrea Anthony, Adm. Asst.

SCI-Cambridge Springs
Fullerton Ave.
Cambridge Springs, PA 16403-1229
Phone: 814-398-5400
Fax: 814-398-5413
Hours: 8:30-4:30
William J. Wolfe, Supt.
Richard Learn, Principal
Harold Heckler, FLC
Charles Utz, Dep. Prog. Serv.
Denise Fales, Adm. Asst.

SCI-Cresson
P.O. Box A, Old Rte. 22
Cresson, PA 16699-0001
Phone: 814-886-8181
Fax: 814-946-6977
Hours: 7:30-4:00
Frederick Frank, Supt.
Charles Glass, Principal
James Hudack, FLC
Susan Gore, Secretary
David Pitkins, Dep. Prog. Serv.

SCI-Graterford
P.O. Box 246, Rte. 29
Graterford, PA 19426
Phone: 215-489-4151
Fax: 610-270-1794
Hours: 7:30-3:30
Donald T. Vaughn, Supt.
Carroll Williams, Principal (ext. 2339)
James Symmons, FLC (ext. 2339)
Mildred Woods, Secretary
Thomas Stachelek, Dep. Prog. Serv.

SCI-Greene
1030 E. Roy Furman Hwy.
Waynesburg, PA 15370-8089
Phone: 412-852-5502
James Price, Supt.
Dr. Frank Newton, Principal
Thomas Seiverling, Inmate Prog. Mgr.
Sharn Beerman, Adm. Asst.

SCI-Greensburg
R.D. #10, Box 10, Rte. 110 South
Greensburg, PA 15601
Phone: 412-837-4397
Fax: 412-832-5535
Hours: 8:00-4:00
Frederick A. Rosemeyer, Supt.
Paul Thomas, Principal
Peter Baumhardt, FLC
Kathy Lechman, Secretary (ext. 281)
Neil Mechling, DOT

SCI-Houtzdale
P.O. Box 1000
Houtzdale, PA 16651
Phone: 814-378-5552
Hours: 8:00-4:00
John McCullough, Supt.
Principal: vacant
Barry Johnson, Deputy Supt. for Centralized Services
William Speck, Deputy for Facilities Management

SRCF-Mercer
801 Butler Pike
Mercer, PA 16137-9651
Phone: 412-662-1837
Fax: 412-662-1940
Hours: 8:00-4:00
Gilbert A. Walters, Supt. (ext. 107)
Shirley Mattace, Principal
Catherine Morelli, FLC (ext. 161)
Elaine Holtman, Secretary
Joeseph DeSuta, Dep. Prog. Serv.

SCI-Pittsburgh
P.O. Box 99901
Pittsburgh, PA 15233-0901
Phone: 412-761-1955
Fax: 412-656-3596
Hours: 8:00-4:00
Gregory White, Supt.
Principal: vacant
FLC: vacant
David Good, Dep. Supt. OT
Mary Jo Stanley, Secretary (ext. 307)

Quehanna Boot Camp
HC Box 32
Karthaus, PA 16845
Phone: 814-765-0644
Hours: 8:30-5:00
John Wertz, Commander
Capt. Ronald D. Griffith

SCI-Rockview
R.F.D. 8, Box "A," Rte. 26
Bellefonte, PA 16823
Phone: 814-355-4875
Fax: 814-355-6060
Hours: 8:30-5:00
Dr. J.F. Mazurkiewicz, Supt.
Gregory Strayer, Principal (ext. 213)
James Connor, FLC (ext. 287)

SCI-Somerset
1590 Walters Mill Rd.
Somerset, PA 15501-5103
Phone: 814-443-8100
Fax: 814-443-8137
Hours: 8:00-4:30
Ray Sobina, Supt.
Harry King, Principal
Peter Baumhardt, Inmate Prog. Dir.
John S. Shaffer, Dept. for Facility Mgmt.
Silvia Gibson, Centralized Services
Susan Holbay, Adm. Asst.

SCI-Waynesburg
R.D. #1, Box 67
Waynesburg, PA 15370-9441
Phone: 412-627-6185
Fax: 412-627-5660
Hours: 8:00-4:30
Timothy English, Supt. (ext. 211)
Charles Shane, Principal
Debbie Higgins, Adm. Asst.
David Strawn, Inamde Prog. Dir.
Paul Stowitzkey, Dep. for Facility Maint.

SCI-Camp Hill
P.O. Box 8837
Camp Hill, PA 17001-8837
Phone: 717-737-4531
Fax: 717-783-7185
Hours: 8:00-4:00
Kenneth D. Kyler, Acting Supt.
Jed Minaya, Principal
Tess Kaelin, Secretary
Anthony Petruccio, Dep. Central Svcs.
Mike Kazor, Inamde Prog. Dir.
FLC: vacant

SCI-Dallas
Drawer K
Dallas, PA 18612
Phone: 717-675-1101
Fax: 717-826-5490
Hours: 8:00-4:00
John Stepankik, Supt.
Janet Swanger, Principal
Bruce Stine, Adm. Asst.
Paul Crisler, Dep. Central Svcs.
Ed Kneiss, Inmate Prog. Dir.

SCI-Frackville
1111 Altamont Blvd.
Frackville, PA 17931-2699
Phone: 717-874-4516
Fax: 717-621-3064
Hours: 8:00-4:00
Joseph W. Chestney, Supt.
Edward Dutton, FLC
William F. Kepner, Jr., Principal
Carol Todak, Secretary
Bruce Smith, Dep. Central Svcs.
David Searfoss, Inmate Prog. Dir.

SCI-Huntingdon
1100 Pike St., Drawer R
Huntingdon, PA 16654-1112
Phone: 814-643-2400
Fax: 814-949-7922
Hours: 8:00-4:00
William J. Love, Supt.
Rick Bayer, FLC
Steven Polte, Principal
Frank Robinson, Secretary
Scott Williamson, Dep. Central Svcs.
Melvin Cooper, Inmate Prog. Dir.

SCI-Muncy
P.O. Box 180
Muncy, PA 17756-0180
Phone: 717-546-3171
Fax: 717-546-2745
Hours: 8:30-4:30
Mary Leftridge Byrd, Supt.
Carol Cozza, Principal
Bonnie Keller, Secretary
David Patton, Dep. Central Svcs.
Barry Johnson, Inmate Program Dir.

SCI-Retreat
RD #3, Box 500
Hunlock Creek, PA 18621-9580
Phone: 717-735-8754
Fax: 717-826-5503
Hours: 8:00-4:00
Dennis R. Erhard, Supt.
Ken Malia, FLC
Henry D. Beehrman, Principal
Joseph Piazza, Dep. Central Svcs.
John Mack, Inmate Prog. Dir.

SCI-Smithfield
1120 Pike St.
Huntingdon, PA 16652-1117
Phone: 814-643-6520
Fax: 814-946-7339
Hours: 8:00-4:00
James A. Morgan, Supt.
Rick Bayer, FLC
Geoff Lucas, Principal
Elizabeth Jeffris, Secretary
Anthony Biviano, Dep. Central Svcs.
Mike Knott, Inmate Prog. Dir.

SCI-Waymart
Box 256
Waymart, PA 18472-0256
Phone: 717-488-5811
Fax: 717-253-7129
Hours: 8:00-4:00
Charles Zimmerman, Supt.
Martin Walsh, Principal
Pam Widaon, Secretary
Raymond Colleran, Dep. Central Svcs.
Joseph Nash, Inmate Prog. Dir.

SCI-Coal Township
One Kelley Dr.
Coal Twp., PA 17866-1020
Phone: 717-644-7890
Fax: 717-644-4882
Hours: 8:00-4:00
Frank Gillis, Supt.
Bernon Lane, Dep. Central Svcs.
Pat McCrone, Inmate Prog. Dir.
Mrs. Londis, School Principal
Mary Scandle, Adm. Asst.

SCI-Mahanoy
301 Morea Rd.
Frackville, PA 17932
Phone: 717-621-3096
Fax: 717-621-3096
Hours: 8:00-4:00
Martin Dragovich, Supt.
Ed. Klem, Dep. Central Svcs.
Judy Kleinman, Inmate Prog. Dir.
Kenneth Chmielewski, School Principal
Jame Kintzel, Adm. Asst.

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GED Test Centers in Pennsylvania

No.	County	Location	Address	City	Phone No.
0255	Adams	Lincoln IU 12	65 Billerback Rd. Box 70	New Oxford, PA 17350	(717) 624-4616
0475	Allegheny	Mon Valley GED Test Ctr	410 Ninth Avenue	McKeesport, PA 15132	(412) 664-7146
0630	Allegheny	Connelley Skill Learning	1501 Bedford Avenue	Pittsburgh, PA 15219	(412) 338-3740
0640	Allegheny	North Hills HS	53 Rochester Road	Pittsburgh, PA 15229	(412) 367-6078
0430	Armstrong	Armstrong SD	410 Main St. Adm. Bldg.	Ford City, PA 16226	(412) 763-7151
0500	Beaver	CC of Beaver County	One Campus Drive	Monaca, PA 15061	(412) 775-8561 x 125
0225	Bedford	Everett Area Sr. HS	North River Lane	Everett, PA 15537	(814) 652-9114 x 230
0660	Berks	Reading Area CC	10 S. 2nd St.	Reading, PA 19603	(610) 372-4721 x 280
0020	Blair	Altoona Sr. HS	1415 6th Ave.	Altoona, PA 16602	(814) 946-8278
0750	Bradford	Towanda Area HS	High School Drive	Towanda, PA 18848	(717) 265-2101
0860	Bradford	Wyalusing Valley Jr/Sr HS	RD 2 Box 7	Wyalusing, PA 18853	(717) 746-1498
0580	Bucks	Bucks Co. CC	Swamp Rd.	Newtown, PA 18940	(215) 968-8466
0595	Bucks	Upper Bucks Co. AVTS	3115 Ridge Road	Perkasie, PA 18944	(215) 795-2911
0060	Butler	Butler Area Sr. HS	165 New Castle Road	Butler, PA 16001	(412) 287-8721 x 256
0350	Cambria	Greater Johnstown	1091 Broad St.	Johnstown, PA 15902	(814) 533-5650
0210	Cameron	Cameron Co. HS	Woodland Avenue	Emporium, PA 15834	(814) 486-3774
0340	Carbon	Carbon Co. AVTS	13th Street	Jim Thorpe, PA 18229	(717) 325-4140
0030	Centre	Bellefonte Area Sr. HS	830 E. Bishop St.	Bellefonte, PA 16823	(814) 355-4833
0125	Chester	Chester Co. Job Dev. Ctr.	1525 E. Lincoln Hwy.	Coatesville, PA 19320	(610) 524-5107
0722	Clarion	Clarion Co. AVTS	RD 2, Box 1976	Shippenville, PA 16254	(814) 226-4391
0115	Clearfield	Plymptonville School	410 Shaw St.	Clearfield, PA 16830	(814) 359-3069
0420	Clinton	Keystone Central AVTS	300 W. Church St.	Lock Haven, PA 17745	(717) 893-4941
0480	Crawford	Crawford Co. AVTS	860 Thurston Rd.	Meadville, PA 16335	(814) 724-6024
0070	Cumberland	Carlisle Area SD	723 W. Penn St.	Carlisle, PA 17013	(717) 240-6803
0720	Cumberland	Shippensburg Area HS	317 N. Morris St.	Shippensburg, PA 17257	(717) 530-2736
0280	Dauphin	HACC	One HACC Drive	Harrisburg, PA 17110	(717) 780-2480
0285	Dauphin	Penn State Harrisburg	1010 N. 7th St.	Harrisburg, PA 17102	(717) 772-3590
0090	Delaware	Showalter Middle School	1100 W. 10th St.	Chester, PA 19013	(610) 447-3650
0490	Delaware	Delaware Co. CC	Rt. 252 & Media Line Rd.	Media, PA 19063	(610) 359-5322
0680	Elk	Ridgeway Area HS	1403 Hill St.	Ridgeway, PA 15853	(814) 773-3156
0220	Erie	School District of Erie	1511 Peach St.	Erie, PA 16501	(814) 871-6252
0775	Fayette	IU 1 GED Test Center	1 IU Drive	Coal Center, PA 15423	(412) 938-3241
0810	Franklin	Waynesboro Area Sr. HS	E. Second St.	Waynesboro, PA 17268	(717) 762-1191
0460	Fulton	McConnellsburg HS	E. Cherry St.	McConnellsburg, PA 17233	(717) 485-3195
0320	Huntingdon	Huntingdon Area Sr. HS	24th & Cassady Ave.	Huntingdon, PA 16652	(814) 643-2900
0330	Indiana	Indiana Area Jr. HS	245 N. 5th St.	Indiana, PA 15701	(412) 463-8568
0670	Jefferson	Jefferson Co./Dubois AVTS	100 Jeff Tech Dr.	Reynoldsville, PA 15851	(814) 653-8265
0445	Juniata	Femanagh-Mifflintown ES	S. Seventh St.	Mifflintown, PA 17059	(717) 436-2111
0700	Lackawanna	Scranton Technical HS	Adams Ave. & Gibson St.	Scranton, PA 18510	(717) 348-3568, 3487
0365	Lancaster	Adult Enrichment Ctr.	31 S. Duke St.	Lancaster, PA 17602	(717) 293-7636
0550	Lawrence	Lawrence Co. AVTS	750 Wood Street	New Castle, PA 16101	(412) 458-6700
0385	Lebanon	Lebanon School Svcs.	1 Cumberland St.	Lebanon, PA 17042	(717) 274-0778
0010	Lehigh	Dieruff HS	815 N. Irving St.	Allentown, PA 18013	(610) 820-2205
0080	Lehigh	Catasaqua HS	850 Pine St.	Catasauqua, PA 18032	(610) 264-0506
0690	Lehigh	Lehigh Co. AVTS	4500 Education Park Dr.	Schnecksville, PA 18078	(610) 799-1357
0830	Luzerne	James M. Coughlin HS	80 N. Washington St.	Wilkes-Barre, PA 18701	(717) 826-7276
0305	Luzerne	Hazleton-Lackawanna JC	226 W. Broad St.	Hazleton, PA 18201	(717) 459-1573
0850	Lycoming	Williamsport Area SD	201 W. Third St.	Williamsport, PA 17701	(717) 327-5500 x 3506
0050	McKean	Bradford Area SD	81 Interstate Parkway	Bradford, PA 16701	(814) 368-6076
0650	McKean	Port Allegany HS	200 Oak St.	Port Allegany, PA 16749	(814) 642-2544
0496	Mercer	Mercer Co. AVTS	P.O. Box 152, Rte. 58	Mercer, PA 16137	(412) 662-3000
0405	Mifflin	Tuscarora IU 11	MCIDC Plaza, Bldg. 58	Lewistown, PA 17044	(717) 248-4942
0740	Monroe	Monroe Co. Vo-Tech	P.O. Box 66	Bartonsville, PA 18321	(717) 629-2001
0370	Montgomery	North Penn HS	1340 Valley Forge Rd.	Lansdale, PA 19446	(215) 368-0400 x 206
0590	Montgomery	Norristown Area HS	1900 Eagle Dr.	Norristown, PA 19403	(610) 630-5066
0040	Northampton	Liberty HS	1115 Linden St.	Bethlehem, PA 18018	(610) 867-0541
0160	Northampton	Easton Area HS	2601 Wm. Penn Hwy.	Easton, PA 18042	(610) 250-2501
0530	Northumberland	Mt. Carmel Area Jr. Sr. HS	W. Fifth St.	Mt. Carmel, PA 17851	(717) 339-1500
0600	Philadelphia	CC of Philadelphia	1700 Spring Garden St.	Philadelphia, PA 19130	(215) 751-8234
0605	Philadelphia	LaSalle Univ. - Urban Std.	1900 W. Olney Ave.Box 829	Philadelphia, PA 19141	(215) 951-1187
0610	Philadelphia	SD of Philadelphia	Broad & Green Sts.	Philadelphia, PA 19130	(215) 299-3387
0620	Philadelphia	Temple Univ. (MARC)	Broad & Berks Sts.	Philadelphia, PA 19122	(215) 204-8613, 8611
0450	Pike	Delaware Valley HS	Rte. 6 & 209	Milford, PA 18337	(717) 296-6496
0130	Potter	Coudersport Area HS	698 Dwight St.	Coudersport, PA 16915	(814) 274-8500
0440	Schuylkill	Lifelong Learning Center	Schuylkill Mall Rte. 61	Frackville, PA 17931	(717) 385-6711
0730	Somerset	Somerset Co. AVTS	RD 5 Vo-Tech Rd.	Somerset, PA 15501	(814) 443-3651
0355	Susquehanna	Mountain View Jr-Sr HS	Box 339 A	Kingsley, PA 18826	(717) 434-2181
0435	Tioga	Mansfield University	Placement Office	Mansfield, PA 16933	(717) 662-4133
0400	Union	Central Susquehanna IU 16	P.O. Box 213	Lewisburg, PA 17837	(717) 523-1155 x 325
0240	Venango	Central Elementary School	1276 Otter St.	Franklin, PA 16323	(814) 437-6991
0790	Warren	Warren County AVTS	347 E. 5th Ave.	Warren, PA 16365	(814) 723-6900
0800	Washington	Trinity HS	Park Avenue	Washington, PA 15301	(412) 225-5380
0310	Wayne	Wayne Highlands SD	474 Grove St.	Honesdale, PA 18431	(717) 253-4661
0380	Westmoreland	E. Westmoreland Voc.	849 Hillview Ave.	Latrobe, PA 15650	(412) 539-9788
0510	Westmoreland	Private Industry Council	531 S. Main St.	Greensburg, PA 15601	(412) 836-2600
0890	Westmoreland	Westmoreland Co. CC	College Station	Youngwood, PA 15697	(412) 925-4105
0760	Wyoming	Tunkhannock Area SD	120 W. Tioga St.	Tunkhannock, PA 18657	(717) 836-8213
0870	York	Wm. Penn Sr. HS	101 W. College Ave.	York, PA 17403	(717) 755-6254
0880	York	York AVTS	2179 S. Queen St.	York, PA 17402	(717) 741-0820

Index of Counties Served

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